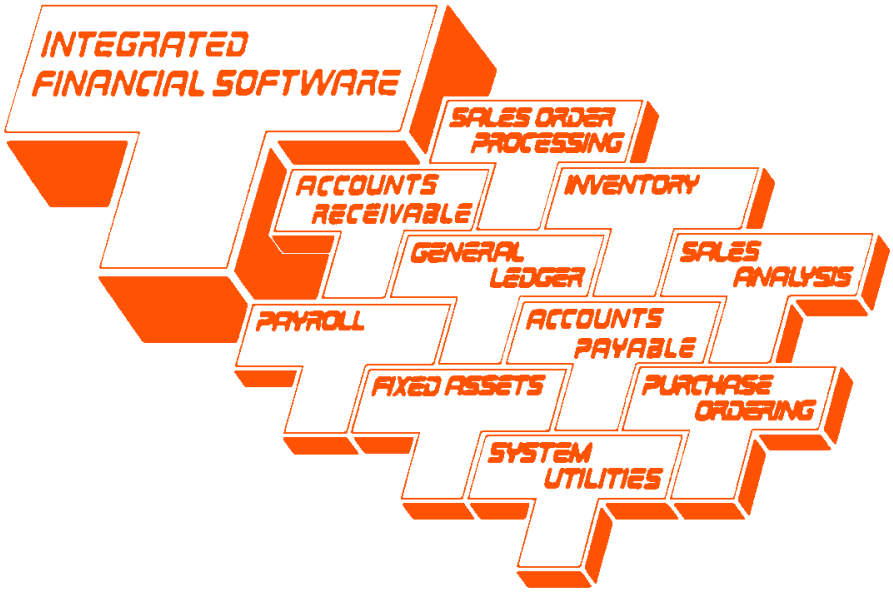
JOB COSTING


INTEGRATED
FINANCIAL SOFTWARE
SALES ORDER PROCESSING
ACCOUNTS RECEIVABLE
INVENTORY
GENERAL LEDGER
SALES ANALYSIS
PAYROLL
ACCOUNTS PAYABLE
FIXED ASSETS
PURCHASE ORDERING
SYSTEM UTILITIES

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1 GETTING STARTED

1.1 HOW TO USE THIS MANUAL

Each chapter in this manual leads logically through the important steps to install and maintain your system.

Chapter 1 - Getting Started, describes the hard/software requirements and special features of the TITAN systems.

Chapter 2 - Set-up and Run will take you through the sequential steps required to run the program effectively. As each program has a System Parameter File Program (SU00, AP00 etc.) and usually a Period End Module (SU9, AP9 etc.) these are combined in this chapter to ensure all the set-up data is understood.

The following chapters are the same for most systems. They start with the Input Module, then the Maintenance Module which helps you set up and maintain your file requirements. Then the Enquiry Module which helps you search for data in your files. After that specific modules such as Report Management, Interface to Other Systems, will follow.

If there are specific examples required these are entered in the Appendix. The Index provides a reference to the actual screen prompts as well as key words. Each screen and Report is also listed in the Index.

Screens are provided as a guide to the fields to be entered. Each screen prompt will be indented and bold with the field length and further information on that field for example,

BATCH #	:	6 digits. When entering a new batch, press **[Enter]** for the next sequential batch number.

When information is accepted and another screen appears this will be shown in the manual as Level 1, Level 2 and so on.

When multiple choices appear and these have to be described individually, the first level will be the major input screen.

1.2 THE TITAN SYSTEM PROFILE

Please refer to the Systems Utilities Manual for a profile of the TITAN system, which consists of the following modules:

Application Builder
Accounts Payable
Accounts Receivable
Bank Link
Bill of Materials
Cashbook
Chart Writer
Electronic Data Interchange
Fixed Assets
General Ledger
Instalment Sales
Inventory Control
Job Costing
Monthly Payroll
Purchase Ordering
Point-of-Sale
Report Writer
Sales Analysis
Sales Order Processing
Systems Utilities
Weekly Payroll

1.3 JOB COSTING SYSTEM

Job Costing provides management with up-to-the-minute status and control over ongoing projects or contracts.

Projects may be monitored and future commitments accurately predicted. Cash flow is controlled and adequate inventory holdings can be maintained.

The system is modular and can be used either as a stand alone system, or combined within a fully integrated accounting environment. Using Job Costing in conjunction with the Estimating system, actual costs incurred, may be compared with those estimated at the time of a contract being awarded.

Advantages of the system are;

- Managers have immediate control over all current contracts, allowing them to react timeously to unfavourable trends.
- The information held by the system enables worthwhile undertakings to be identified, based on past performance.
- The system is designed to be 'tailored' to the company's unique requirements.

The following profile shows the scope and flexibility of the Job Costing system;

- **Multiple companies**

An unlimited number of companies can be processed at any one time.

- **Password protection**

Access to the system is fully password protected, to ensure complete security over confidential information.

- **Soft terminology**

The user may define the descriptive details of any project, as well as the transaction type terminology to be used. This information can be uniquely assigned to each company and branch within a system.

- **Cost control values**

Actual or standard and committed costs are held for each transaction type.

- **Cost category**

Every cost posted to a job must be categorised, thus providing the information to produce detailed cost analysis across the board.

- **Work centre control**

Standard set-up and run costs, with multiple associated overhead costs, are stored for each work centre or process.

- **Comparison to estimates**

Actual costs or standard costs may be compared to the original estimates at any time in the project.

- **Scrap analysis**

Quantities and costs of scrap are stored, permitting analysis by operation and transaction detail.

- **Calculation of 'cost to complete'**

Using the variances between actual and estimates, per job, it is possible to calculate the revised anticipated cost of finishing a project.

- **Multiple sequence tenders**

Tender documents and details can be printed in a variety of different sequences.

- **Automatic cleardown**

On completion of a contract, automatic cleardown facilities are provided.

- **Interfaces**

Optional Purchasing, Inventory, Invoicing and Payroll interfaces enable additional information to be transferred to and from these systems.

MODULE REVIEW

The Job Costing system consists of the following functional modules; Input, Batch, Maintenance, Enquiries/Scans, Print, Period-end and Interface.

INPUT MODULE

Used to input the relevant job cost information.

- Costs are posted to the various operations within the jobs that form a project. Default cost rates are available per line item and can be overridden as circumstance demands.
- May be interfaced to the Inventory system, Weekly Payroll system, Accounts Receivable, Sales Order Processing and Purchase Ordering systems.

BATCH

This includes Job templates and batch capturing of materials input.

MAINTENANCE MODULE

The module maintains the job header, cost category, transaction type and work centre maintenance functions.

ENQUIRIES/SCAN MODULE

The Job Costing file may be viewed as follows;

- Scan complete jobs and the operations within them, displaying current month, year-to-date, cumulative and estimate costs. In addition the variance amounts and percentages are calculated and displayed.
- Enquire against detail transaction items which can be viewed with an option to print.

PRINT MODULE

All reports allow the project, job and operation range and status codes to be selected.

The print module produces the following reports;

- Job detail listing.
- Detailed or summary costing reports.
- User definable form per job/operation.
- Cost type per job
- Scrap analysis report.
- Work centre analysis.
- Action report.
- Cost category report.
- Work Centre productivity report
- Transaction audit trail.

PERIOD-END MODULE

This module is used at month and year-end to perform the following function;

- Month-end update, Year-end update, Job deletion and Selective transaction deletion functions.

INTERFACE MODULE

This module interfaces to Purchase Orders, Sales Order Processing and Inventory Control systems - allowing costs to be posted to the relevant jobs from receipt of purchases or issue of an invoice.

1.4 CONCEPTS AND FUNCTIONS

Please refer to the Systems Utilities Manual for a complete explanation of the concepts and functions used throughout the TITAN system.

1.5 THE JOB COSTING SYSTEM MENU

To select the Job Costing system from the main menu, enter **JC**. The following modules and programs form part of the Job Costing system.

TITAN JOB COSTING MENU			
JC1 - INPUT MODULE			
JC10	JOB COST INPUT	JC18	CONTRACT INPUT - DEMAND PURCHASE ORDER
JC11	JOB COST INPUT - INTERFACE TO AR	JC19	CONTRACT INPUT
JC17	CONTRACT INPUT - PURCHASE ORDER		
JC2 - BATCH MODULE			
JC20	JOB TEMPLATE INPUT	JC22	JOB COST INPUT - FAST MATERIALS INPUT
JC21	JOB MAINTENANCE - ESTIMATE/ REQUIREMENTS INPUT		
JC3 - MAINTENANCE MODULE			
JC30	JOB/OPERATION MAINTENANCE	JC33	TRANSACTION TYPE MAINTENANCE
JC31	ALTERNATE FILE MAINTENANCE	JC35	WORK CENTRE MAINTENANCE
JC32	COST CATEGORY MAINTENANCE		
JC5 - ENQUIRY MODULE			
JC50	JOB/OPERATION ENQUIRY	JC51	JOB/OPERATION HEADER ENQUIRY
JC7 - PRINT MODULE			
JC70	JOB LISTING	JC76	WORK CENTRE ANALYSIS
JC71	JOB COST SUMMARY	JC77	ACTION REPORT
JC72	JOB COST DETAILS	JC78	COST CATEGORY REPORT
JC73	REQUISITION NOTES	JC79	WORK CENTRE PRODUCTIVITY
JC74	COST TYPE BY JOB	JC80	AUDIT TRAIL - CURRENT
JC75	SCRAP ANALYSIS	JC81	AUDIT TRAIL - HISTORY
JC9 - PERIOD-END MODULE			
JC90	MONTH-END CLEARDOWN	JC95	SELECTIVE TRANSACTION DELETION
JC91	SP UPDATES TO JOB	JC96	OPERATIONS ACTIVATE
JC92	PO UPDATES TO JOB	JC97	JOB TO SP SUMMARY INVOICE CREATION
JC93	YEAR-END CLEARDOWN	JC98	SELECTIVE ARCHIVE DELETION
JC94	JOB DELETION	JC99	UPDATE TEMPLATE SUPERSESSION

As you can see these modules are organised into functional groups, for example the Input Module (JC1) contains all the programs that are concerned with data input.

The menu system has pre-loaded the **JC** mnemonic and all that is required is to enter the relevant module number, for example **1** for the Input Module.

Enter **[M]** to select the main menu.

2 SET-UP AND RUN

2.1 SETTING UP THE SYSTEM

This section sets out the sequence of procedures that must be followed for setting up the Job Costing system.

Some of the programs are contained in this system while others, which are common to most modules, will be found in the System Utilities Module.

Job Costing system program numbers are preceded by **JC.** System Utilities programs are preceded by **SU.**

Should any difficulty be encountered during this set up procedure please contact the Dealer or Distributor immediately.

After installing the system, and setting up the Systems Utilities proceed with the following **SET UP** sequence;

STEP	PROGRAM	FUNCTION AND PROCEDURE
1.	JC00 Mandatory	The System Record Maintenance program maintains various essential system parameters that are used by the Job Costing system (refer to section 2.1.2 of this Guide for details). The program also creates empty versions of all the required Job Costing system's files if they do not exist. A further facility creates description type entries, for example JB for job cost/estimating transaction types, JP for job costing project codes etc.
2.	SU30 Mandatory.	Select Option 4 and [JC]. You must specify your own terminology for 'SETUP'. Do this in the first position of the soft terminology. You must make an entry.
3.	SU31 Mandatory.	Descriptions File Maintenance program. Descriptions file types, for example JS for job status codes are set up automatically by program JC00 - System Record Maintenance, however the codes are also used by the Estimating System and if they have been set up there, do not need to be repeated. This program is used to enter and maintain the description codes and descriptions for each description type. Description file codes and their corresponding descriptions can be entered for the following. Most of the description types created by the system are optional.
	JP Mandatory	Job costing project codes. Jobs may be allocated to project codes for various reporting and analysis purposes. Enter and define the range of project codes and project descriptions.
	JS Mandatory	Job status codes. Jobs may be allocated to status codes for various reporting and analysis purposes. Enter and define the range of status codes and status descriptions (in progress, pending, waiting to start etc.)

STEP	PROGRAM	FUNCTION AND PROCEDURE
4.	SU32 Mandatory	The Numbers File Maintenance program will set up and maintain the Job Costing audit number in the system.
	J i c	For the next Job Costing audit number. For the next Job Costing Invoice number. For the next job costing Credit note number.
5.	SU35 Mandatory.	The Customised Forms Maintenance program will set up and maintain the requisition print layout which is used by program JC73 - Requisition Notes. Set up the requisition layout (form type JC). Refer to Appendix B for further information.
6.	SU71	The Descriptions File Print program prints the details entered into the Descriptions file. Check the report against the data entered. Correct any errors using program SU31 - Descriptions File Maintenance. Use program SU51 - Descriptions File Scan to scan the description file without printing a report.
7.	SU38 Mandatory.	The Password Maintenance program is used to set up and maintain user names and access permission for all programs in the system. Use the "super user" logon (SYSADMIN) to gain access to this program. Protect all programs with passwords and ensure that the "super user" (SYSADMIN) is given password protection.
8.	JC32 Mandatory.	Cost Category Maintenance. Use this program to enter cost categories and diversion codes. These categories are used to analyse the job costs into user defined categories and may be linked to a General Ledger account code for interface to the general ledger system. Diversion codes are those which may be used to accumulate costs not referring to specific jobs. The system requires at least a code of 4 blanks, which is the sundry cost category.
9.	JC33 Mandatory.	Transaction Type Maintenance program. Up to nine user defined transaction types may be defined.
10.	JC35	The Work Centre Maintenance program maintains standard data per work centre.
11.	JC30 or JC21	**The Job/Operation Maintenance** or **Job Maintenance - Estimate/Requirements Input**, programs maintain job headers and planned operations within those jobs.

As the system is a multi-company and multi-branch system, this sequence of set-up procedures needs to be repeated for each company/branch combination that will be used on the system.

2.2 THE SYSTEM PARAMETER FILE MAINTENANCE - JC00

The program will test whether the Job Costing System data files are present. If not, it will automatically create them.

The system parameter file defines global parameters that will apply to the Job Costing system. These parameters need to be set up for each company and branch combination that are required.

Enter JC00 to select the program.

Press **[F3]** to save the parameters once they have been completed.

On all screens there is an **F4 - COPY** facility which allows you to copy all the details entered from the currently selected Company and Branch to a different Company/Branch combination. If details exist, you will be warned but will be able to continue if required.

The Report Destination, Company/Branch combination and Report date may be optionally selected. Please see the GETTING STARTED section at the beginning of this user guide.

Level 1

SYSTEM DETAILS

Enter the following fields.

YEAR-END DATE : DD/MM/CCYY
Enter the financial year-end for this company and branch, for example 28/02/91.

PERIOD # : 2 digits
Enter the financial period (Current period) in which data is to be taken on, for example 03 for May if the company's year-end is the 28th February.

```
JOB COSTING - SYSTEM RECORD MAINTENANCE                          JC00  11/103
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                              PERIOD -  03

SYSTEM DETAILS

YEAR END DATE               [95/02/28]
PERIOD #                    [03]
RETAIN HISTORY FOR          [12]       PERIODS (99 - NO AUTO-DELETION)
ARCHIVE DELETED TRANSACTIONS[Y]
ACCUMULATED COSTS DEFAULT   [1]        1 - ACTUAL
                                       2 - STANDARD









F1 - JOB GROUP DETAILS, F3 - UPDATE, F4 - COPY, F8 - DELETE, F9 - PRINT, F10 - CO/BR
```

RETAIN HISTORY FOR : 2 digits
Enter the number of periods (or months) of history data needed to be held on file. A "99" indicates that history will never be automatically deleted.

CAUTION: Although the system caters for data to be held for up to 99 periods, holding excessive amounts of historical data will consume disk space.

ARCHIVE DELETED TRANSACTIONS : Y/N
If [Y], transactions deleted from JCHIST, will be archived to JCARCH during the running of **JC90 - Month - End Cleardown**.
You must keep the disk space considerations in mind as described above.

ACCUMULATED COSTS DEFAULT : 1 digit
[1] Actual.
[2] Standard.
Both these costs are stored throughout. The selected option is used as a default on enquiries and reports.

Level 2

JOB GROUP DETAILS

You may select your own terminology for job, job group and operation.

A "long" description and a "short" description is available in each case.

```
JOB COSTING - SYSTEM RECORD MAINTENANCE                          JC00  11/002
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN

JOB GROUP DETAILS
LONG TERMINOLOGY            [PROJECT   ]
SHORT TERMINOLOGY           [PROJ]
CODE                        [A]         A - ALPHA
                                        N - NUMERIC

COSTING PARAMETERS

DEFAULT UNIT COST FOR JC10  [C]         0 - ZERO
                      JC20  [0]         J - JOB/OP/TEMPLATE COST
                      JC21  [J]         C - CURRENT JC33 DEFAULT
                      JC22  [C]




F1 - JOB DETAILS, F2 - SYSTEM DETAILS, F3 - UPDATE, F8 - DELETE, F9 - PRINT
```

LONG TERMINOLOGY : 10 characters
Enter the long terminology to be used by the system for Job Group, for instance 'PROJECT'

SHORT TERMINOLOGY : 4 characters
Enter the short terminology to be used by the system for Job Group, for instance 'PROJ'

CODE : 1 character
[A] Alpha-numeric
[N] Numeric
Enter the format of the code.

COSTING PARAMETERS

You may use the prompts below to indicate which costs should be used as a default in the Job Costing input programs. There are 4 prompts relating to programs **JC10 - Job Cost Input**, **JC20 - Job Template Input**, **JC21 - Job Maintenance - Fast Materials Input** and **JC22 - Job Cost Input - Fast Materials Input**, respectively.

```
JOB COSTING - SYSTEM RECORD MAINTENANCE                          JC00  11/002
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN

JOB GROUP DETAILS
LONG TERMINOLOGY            [PROJECT   ]
SHORT TERMINOLOGY           [PROJ]
CODE                        [A]         A - ALPHA
                                        N - NUMERIC

COSTING PARAMETERS

DEFAULT UNIT COST FOR JC10  [C]         0 - ZERO
                      JC20  [0]         J - JOB/OP/TEMPLATE COST
                      JC21  [J]         C - CURRENT JC33 DEFAULT
                      JC22  [C]




F1 - JOB DETAILS, F2 - SYSTEM DETAILS, F3 - UPDATE, F8 - DELETE, F9 - PRINT
```

DEFAULT UNIT COST FOR : 1 character
Enter the required default unit
[O] - Zero,
[J] - Job/OP/Template Cost,
[C] - Current **JC33 - Transaction Type Maintenance** default**.**

Press **[F1]** to proceed to the Job Detail level. The status line displays the other options.

Level 3

JOB DETAILS

You may select your own terminology for job, job group and operation.

A "long" description and a "short" description is available in each case.

```
JOB COSTING - SYSTEM RECORD MAINTENANCE                          JC00  11/002
CO - 01 - SEAGULL SOFTWARE CC
BR - 01 - MAIN BRANCH                                           PERIOD -  01

JOB DETAILS
LONG TERMINOLOGY            [JOB       ]
SHORT TERMINOLOGY           [JOB ]
CODE                        [A]         A-ALPHA   N-NUMERIC
USE START/END DATES? (Y/N)  [Y]
VALIDATE CUSTOMER#? (Y/N)   [Y]
DEFAULT CATG ANALYSIS LEVEL [ ]         1-JOB/OP  2-JOB     3-BRANCH
SPECIFY OPERATIONS? (Y/N)   [Y]
CAPTURE ESTIMATES? (Y/N)    [Y]
DEFAULT ESTIMATING LEVEL    [ ]         0-NONE    1-JOB     2-TRANS   3-ITEM
DEFAULT EXP PROFIT LEVEL    [ ]         1-JOB     2-OP
DEFAULT CATG FROM JOB? (Y/N)[N]
ALLOW BLANK CUSTOMER ORDER? [Y]
JOB PRINTING
DEFAULT FORM FOR JC30       [JC  ]
             FOR JC10       [JC  ]



F1-OPS, F2-JOB GRP, F3-UPDATE, F4-COPY, F8-DELETE, F9-PRINT
```

LONG TERMINOLOGY : 10 characters
Enter the long terminology to be used by the system for Job, for instance 'JOB'

SHORT TERMINOLOGY : 4 characters
Enter the short terminology to be used by the system for Job, for instance 'JOB'

CODE : 1 character
[A] Alpha-numeric
[N] Numeric
Enter the format of the code.

USE START/END DATES? : Y/N
[Y] in this field will indicate that a job will carry start and end dates to facilitate scheduling.

VALIDATE CUSTOMER#? : Y/N
Enter [Y] if the system is required to ensure that only customer numbers held on the customer masterfile of the Accounts Receivable system are to be considered valid.

DEFAULT CATG ANALYSIS LEVEL : 1 digit
Enter the default level for category analysis in **JC30 - Job/Operation Maintenance**.

SPECIFY OPERATIONS? : Y/N
Indicate whether you wish to specify operations in **JC30 - Job/Operation Maintenance**.

DEFAULT ESTIMATING LEVEL: 1 digit
Enter the default estimating level to be used in **JC30 - Job/Operation Maintenance**.

DEFAULT EXP PROFIT LEVEL : 1 digit
Enter the default expected profit level to be used in **JC30 - Job/Operation Maintenance**.

CAPTURE ESTIMATES? : Y/N
If [Y] is entered program **JC30 - Job/Operation Maintenance**, will allow the capture of estimated costs.
If [N] these fields will not be presented for entry.

USE OPERATIONS? : Y/N
Enter [Y] if jobs are to have one or more operations.

DEFAULT CATG FROM JOB? (Y/N) : Y/N
if this is set to [Y], then the category defaults from the Job Number when entering details in **JC10 - Job Cost Input**. This is a useful feature when your Categories and Job Numbers are the same.
Please note that you **must** set up a category in **JC32 - Cost Category Maintenance**.

ALLOW BLANK CUSTOMER ORDER? : Y/N
If you enter **[N]**, the Product group will be mandatory in **JC30 - Job/Operation Maintenance.**

JOB PRINTING

DEFAULT FORM FOR JC30 : JCxx
If you enter a suffix to the form type JC, program **JC30 - Job/Operation Maintenance** will allow you to print a job card by pressing the **[F9]** key. If you leave this blank, you will only be able to print job cards using program **JC73 - Requisition Notes**. Forms are set up in program **SU35 - Customised Form Maintenance** under type 'JC'.

DEFAULT FORM FOR JC10 : JCxx
If you enter a suffix to the form type JC, program **JC10 - Job Cost Input** will allow you to print a stock issue voucher (SIV). If you leave this blank, you will only be able to print stock issue vouchers using program **JC73 - Requisition Notes**. Forms are set up in program **SU35 - Customised Form Maintenance** under type 'JC'. SIV numbers are set up in **SU31 - Descriptions File Maintenance**, type WH per warehouse.

Press **[F1]** to proceed to the Operation Detail level or Posting Details if operations are not to be used. The status line displays the other options.

Level 4

OPERATION DETAILS

This screen will only be presented if [Y] was entered on the previous screen indicating that operations are to be used.

You may select your own terminology for job, job group and operation.

A "long" description and a "short" description is available in each case.

```
JOB COSTING - SYSTEM RECORD MAINTENANCE                          JC00  11/002
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN

OPERATION DETAILS
LONG TERMINOLOGY            [OPERATION ]
SHORT TERMINOLOGY           [OP  ]
CODE                        [A]       A - ALPHA
                                      N - NUMERIC
OPERATION CODE DEFAULT      [  ]
USE START/END DATES? (Y/N)  [Y]
ALLOW BLANK SALESMAN        [Y]
ALLOW BLANK PRODUCT GROUP?  [Y]
ALLOW BLANK CATEGORY       [Y]









F1 - POST DETAILS, F2 - JOB DETAILS, F3 - UPDATE, F8 - DELETE, F9 - PRINT
```

LONG TERMINOLOGY : 10 characters
Enter the long terminology to be used by the system for Operation, for instance 'OPERATION'

SHORT TERMINOLOGY : 4 characters
Enter the short terminology to be used by the system for Operation, for instance 'OP'

CODE : 1 character
[A] Alpha-numeric
[N] Numeric
Enter the format of the code.

OPERATION CODE DEFAULT : 2 characters
If an operation code needs validation this entry will indicate against which code in the description file the validation should take place, for example PG for product groups. If a user-defined description code is required, use any code starting with X, Y, or Z.

USE START/END DATES? : Y/N
[Y] in this field will indicate that an operation will carry start and end dates for reporting purposes.

ALLOW BLANK SALESMAN : Y/N
If you enter **[N]**, the Salesman code will be mandatory in **JC30 - Job/Operation Maintenance.**

ALLOW BLANK PRODUCT GROUP : Y/N
If you enter **[N]**, the Product group will be mandatory in **JC30 - Job/Operation Maintenance.**

ALLOW BLANK CATEGORY : Y/N
If you enter **[N]**, the Sales Category will be mandatory in **JC30 - Job/Operation Maintenance.**

Now press **[F1]** to proceed to the **POSTING DETAILS SCREEN** or press **[F3]** to update the record.

Level 5

POSTING DETAILS

```
JOB COSTING - SYSTEM RECORD MAINTENANCE                          JC00  11/004

CO - 01 - SEAGULL SOFTWARE CC

BR - 01 - MAIN BRANCH                                           PERIOD -  01

POSTING DETAILS
CREATE OPERATIONS WHEN POSTING?       [N]
UPDATE ESTIMATED FIGURES - JC19(4,5,7)[N]
REDUCE COMMITTED COSTS WHEN POSTING?  [N]
ISSUE PRODUCTS TO JOB VIA JC92?       [N]
POST TO AP VIA JC92?                  [Y]
USE JC10 TO ISSUE, JC13 TO INVOICE?   [N]
ALLOW BLANK CUSTOMER ORDER IN JC13?   [Y]
ALLOW BLANK SALESMAN   IN JC13?       [Y]
ALLOW BLANK PRODUCT GROUP IN JC13?    [Y]   DEFAULT FROM IV?        [N]
ALLOW BLANK CATEGORY IN JC13?         [Y]   IN JC10?                [Y]
JC13 USE ESTIMATES/ACTUALS (E/A)      [ ]


FORMULA DETAILS
USE INTERIM BILLING AUTO ALLOCATION?  [Y]
PRO-RATA FORMULA                      [JC00]


F1-COSTS, F2-OPS, F3-UPDATE, F4-COPY, F8-DELETE, F9-PRINT
```

CREATE OPERATIONS WHEN POSTING? : Y/N

If Jobs are created without associated operations, it will still be possible to allocate individual transactions to operations at capture stage, if this option is set to [Y].

UPDATE ESTIMATED FIGURES - JC19(4,5,7) : Y/N

[Y] – Will update estimates usually updated via program **JC30 – Job/Operation Maintenance** while capturing details in program **JC19 – Contract Input.**

REDUCE COMMITTED COSTS WHEN POSTING? : Y/N

When actual costs are being captured, the committed cost values will be decreased by these values, if this option is set to [Y].

ISSUE PRODUCTS TO JOB VIA JC92? : Y/N

If you enter [Y], program **JC92 - PO Updates to Job**, will automatically generate an issue from stock to the job according to the quantities received in the Purchase Ordering system. This entry is similar to that entered in **JC10 - Job Cost Input**.

POST AP VIA JC92? : Y/N
If [N], you will have to update the Accounts Payable system using **PO92 - Interface to Accounts Payable**.

USE JC10 TO ISSUE, JC13 TO INVOICE? : Y/N
If you enter [Y] you will be able to use program JC10 to issue items to jobs and JC13 to create an invoice semi-automatically in the Sales Order Processing system.

The following prompts all determine whether the specified field is mandatory in **JC13 - Create Invoice In SP** or whether it may be left blank.

ALLOW BLANK CUSTOMER ORDER IN JC13 : Y/N

ALLOW BLANK SALESMAN IN JC13 : Y/N
If yes, you will not be forced to enter a Representative code.

ALLOW BLANK PRODUCT GROUP IN JC13 : Y/N
If yes, you will not be forced to enter a Product Group.

DEFAULT FROM IV : Y/N
You may specify that the Product Group (PG) may be obtained from the Stock Master. You will however be able to change this.

ALLOW BLANK CATEGORY IN JC13 : Y/N
If yes, you will not be forced to enter a Category.

JC13 USE ESTIMATES/ ACTUALS : E/A
Specify whether you wish to invoice from estimates or actuals in **JC13 - Create SP Invoice from Operations.** If you use actuals in **JC13 - Create SP Invoice from Operations** then the selling price specified on the debtor will be used and you will be able to enter a global route and representative code.

FORMULA DETAILS

```
JOB COSTING - SYSTEM RECORD MAINTENANCE                          JC00  11/005
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                              PERIOD -  03

POSTING DETAILS
CREATE OPERATIONS WHEN POSTING?       [Y]
UPDATE ESTIMATED FIGURES - JC19(4,5,7)[N]
REDUCE COMMITTED COSTS WHEN POSTING?  [Y]
ISSUE PRODUCTS TO JOB VIA JC92?       [Y]
USE JC10 TO ISSUE, JC13 TO INVOICE?   [Y]
ALLOW BLANK CUSTOMER ORDER IN JC13?   [N]
ALLOW BLANK SALESMAN   IN JC13?       [N]
ALLOW BLANK PRODUCT GROUP IN JC13?    [N]
JC13 USE ESTIMATES/ACTUALS (E/A)      [E]

FORMULA DETAILS
USE INTERIM BILLING AUTO ALLOCATION?  [Y]
PRO-RATA FORMULA                      [JC00]




F1 - COSTS, F2 - OP DETAILS, F3 - UPDATE, F8 - DELETE, F9 - PRINT
```

USE INTERIM BILLING AUTO ALLOCATION? : Y/N
Please see Appendix A2.

PRO-RATA FORMULA : JCxx
This prompt displays only if you answer “Y” to the one above. This is a special formula set up in **program SU37 - Formula Maintenance**. It is used in program JC96 - Operations Activate and in program **JC19 - Contract Input**. Please refer to the System Utilities User Guide and to Appendix A2 at the back of this guide for more information.

Level 6

JOB COSTING TRANSACTION SUMMARY

If the General Ledger system is not being used or integrated to this system leave the code displayed as it is and use the totals displayed as control totals.

Enter a relevant General Ledger code into the **JOB COSTING CONTROL C/FWD** field. This is a user-defined field of up to 30 characters, for example 9999-99-999-99 and is set up in program **GL00 - System Record Maintenance**.

```
JOB COSTING - SYSTEM RECORD MAINTENANCE                          JC00  11/002
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN
                                    SINCE LAST MONTH END
DESCRIPTION                                ACTUAL COSTS

INVENTORY                                     4938.2014
LABOUR                                         823.5000
CALCD. OHD                                       0.0000
OTHER                                           20.0000
LAB NOT WP                                       0.0000
NOT USED                                         0.0000
NOT USED                                         0.0000
NOT USED                                         0.0000
NOT USED                                         0.0000

JC CONTROL B/FWD                                 0.0000
JC COSTING C/FWD [1000/00/666/01]             5781.7014




F2 - POST DETAILS, F3 - UPDATE, F5 - TOGGLE, F8 - DELETE, F9 - PRINT
```

Use the **[F5]** key to toggle the display between actual and standard costs. Press **[F3]** to update the record.

The status line provides all the function key options.

2.3 PROCESSING AND BACKUP CYCLES

DAILY & WEEKLY CYCLES

Once the steps outlined in the set-up sequence have been followed, all programs in the Job Costing system, with the exception of the period-end module programs, may be used on a daily and weekly basis.

As the system is an on-line real-time system, data is updated immediately upon entry. Enquiries and reports will show the latest data as at the last entry before enquiry or printing.

Control of data entered into the system and the taking of backups are essential to the successful running of a system. Appropriate controls and methods need to be implemented to ensure that these two areas are covered adequately.

DATA ENTRY AND CONTROL

Data is normally entered in groups or batches and thus a record of batches received and entered must be made. After each batch is entered into the system, the batch should be stamped as "POSTED DD/MM/CCYY". A check should also be made to see that document and batch numbering is sequential and that all batches have been entered.

All prime input programs provide audit trails. These audit trails should be attached to the original batches of input documents and filed daily in a computer file. Any discrepancies in batch totals should be investigated and corrected immediately.

BACKUP

Backup is mandatory and must be performed strictly in accordance with the procedures laid down in the System Utilities User Guide.

PERIOD-END CYCLES

It is essential that all programs in the period-end module are protected by passwords and that backup is performed prior to using this module. Ensure that **all transactions** have been entered into the system.

Once the period-end programs have been run it will not be possible to re-run this module without restoring from backup data. The sequence of events that are to be followed in the period-end module are detailed below. **Please adhere strictly to this sequence**.

2.4 THE PERIOD-END MODULE MENU

This module consists of programs which perform various month and year-end functions.

The programs in this module are;

JC90 - MONTH-END CLEARDOWN

JC91 - SALES ORDER PROCESSING UPDATES TO JOB COSTING

JC92 - PURCHASE ORDERING UPDATES TO JOB COSTING

JC93 - YEAR-END CLEARDOWN

JC94 - JOB DELETION

JC95 - SELECTIVE TRANSACTION DELETION

JC96 - OPERATIONS ACTIVATE

JC97 - JOB TO SP SUMMARY INVOICE CREATION

JC98 - SELECTIVE ARCHIVE DELETION

JC99 - UPDATE TEMPLATE SUPERSESSIONS

Press JC9 to display the period-end module menu.

2.4.1 MONTH-END SEQUENCE

STEP	PROGRAM	FUNCTION
1.	BACKUP	Make a backup of all Job Costing files.
2.	JC00	Print the System Parameter file.
3.	JC80	Print the Job Costing audit trail.
Do **NOT** proceed before the reports produced above have been balanced to one another. It may be advisable to perform these balancing routines on a weekly basis if there is a high volume of transactions.		
4.	JC91	Update the Job Costing files with Sales Order Processing information.
5.	JC92	Update the Job Costing files with Purchase Ordering information.
6.	JC94	Delete any jobs which have been completed. All associated operations will also be deleted.
7.	JC95	Delete any transactions which are no longer required.
8.	JC96	Activate Operations if required.
9.	JC97	Job to SP Summary Invoice Creation.
10.	JC98	Delete archived records if required
11.	JC90	Month-end cleardown.
12.	JC99	Update Template Supersession (Optional)

2.4.2 YEAR-END SEQUENCE

STEP	PROGRAM	FUNCTION
1.	BACKUP	Perform a backup of all Job Costing files.
2.	MONTH-END	Perform all the month-end functions as described in section 2.4.1.
3.	JC93	Job Costing Year-End Cleardown.

2.5 MONTH-END CLEARDOWN - JC90

The program sets to zero all month-to-date figures on the cost category file and job file. It deletes job transactions according to the parameters set in program **JC00 - System Record Maintenance** and increments the period number on that file. If the parameter is set in **JC00 - System record Maintenance**, the deleted transactions will be written to an archive file.

Enter JC90 to select the program.

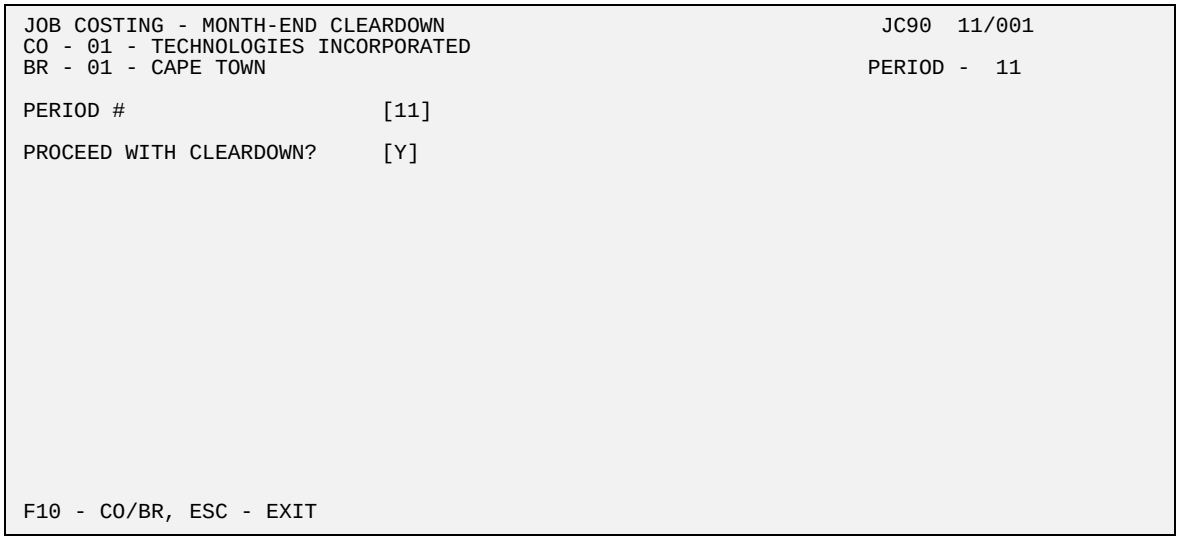
The Report Destination, Company/Branch combination and Report date may be optionally selected. Please see the GETTING STARTED section at the beginning of this user guide.

Level 1

PERIOD # : The current period is displayed and may not be altered

PROCEED WITH CLEARDOWN? : Y/N
Enter [Y] to proceed.

The status line displays the other options.



2.6 SP UPDATES TO JOB COSTING - JC91

This program is designed to update Job Costing values and transactions with invoicing information. Program **JC19 - Contract Input** may be used to enter different types of job costing invoices and orders. Please refer to the INPUT section of this User Guide for further information.

If Options 2 or 3 have been selected in program **JC19 - Contract Input**, the invoices/credit notes created by that program will be used to update actual cost figures when running program **JC91 - SP Updates to Job**. At the same time, the committed cost figures will be decreased (if the option has been set in program **JC00 - System Record Maintenance**).

If Options 4 and 5 have been selected in program **JC19 - Contract Input**, the invoices/credit notes created by that program will be used to update billed amounts on the relevant Job Costing files.

Level 1

```
JOB COSTING - SP UPDATES TO JOB                                    JC91  11/001
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN


MONTH-END DATE              [1998/09/23]
FOR WAREHOUSES (*,;,+,-)    [*                                          ]
DETAILS OK? (Y/N)           [Y]









CURRENT IV PERIOD            12
CURRENT AR PERIOD            06
CURRENT SA PERIOD            06




F9 - PRT OPTS, F10 - CO/BR, ESC - EXIT
```

MONTH-END DATE : DD/MM/CCYY
The default is the current date.

Any invoices dated beyond the date entered here will be ignored for update purposes. This facility allows invoicing to proceed for a new period prior to the old one being closed off.

Stopped Accounts

Depending on the option selected in SP00 - System Record Maintenance, for stopped or deleted accounts, the program may stop to warn you that an account has been stopped. If you respond with a [Y], that invoice will be processed, if [N], the invoice will not be processed. However in both cases a warning will be printed on the audit trail

FOR WAREHOUSES : This prompt will only display if you selected the option on **SP00 - System Record Maintenance**.
When entering warehouses use the following delimiters:
+, & ,; , | - to denote AND
-, : - to denote a RANGE
* - to denote ALL
For instance, to select warehouses 01,03, 10 to 15, and 20, you should enter: “01;03;10:15;20” (do not enter the quotations or any spaces).

The program prints an audit trail detailing action taken on all records read from the invoice file.

2.7 PO UPDATES TO JOB COSTING - JC92

This program is designed to update Job Costing values and transactions with Purchase ordering information.

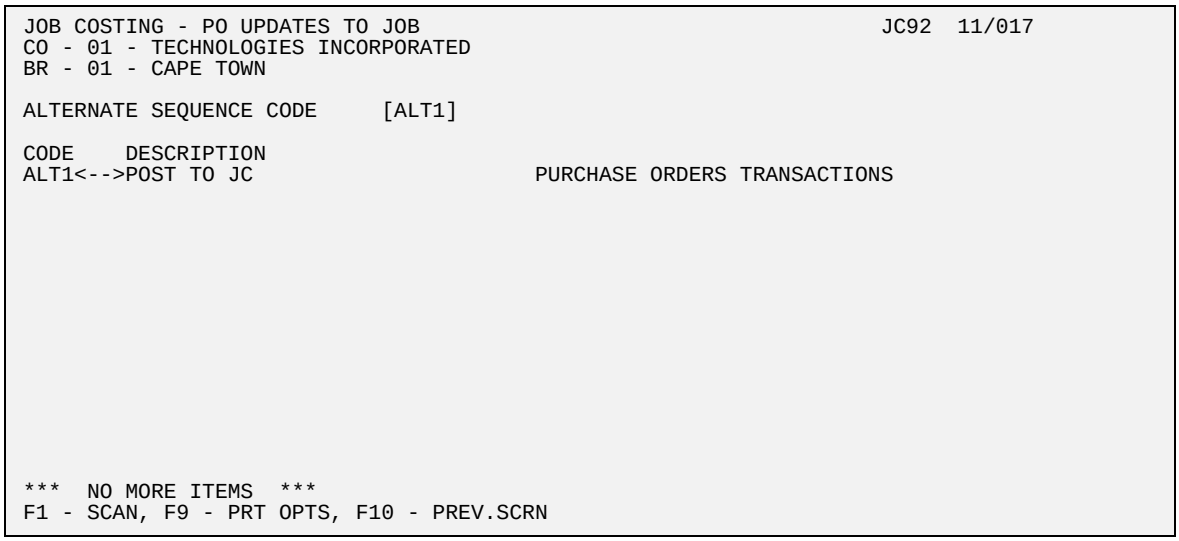
Program **JC17 - Contract Input - Purchase Order** or program **JC18 - Contract Input - Demand Purchase Order,** may be used to enter purchase orders relating to specific jobs. Please refer to the INPUT section of this User Guide for further information.

When running program **JC92 - PO Updates to Job**, any receipts relating to purchase orders for jobs entered via program JC17 or program JC18, will be posted to the Job Costing files updating the actual costs. These receipts will also automatically generate an issue from stock to the job if the option is set in **JC00 - System Record Maintenance**. At the same time the committed cost figures will be decreased if the option has been set in program **JC00 - System Record Maintenance**.

In addition, invoices and optionally receipts, depending on the option selected in **PO00 - System Record Maintenance**, will be posted to Accounts Payable.

There is an option in **JC00 - System Record Maintenance** which will prevent this program from updating the Accounts Payable system – all updates will then be done via **PO92 - Interface to Accounts Payable**.

When stock transactions are created the JOB# is written to SA1.



Level 1

ALTERNATE SEQUENCE CODE : 4 characters
These codes are set up in program **PO31 - Alternate Sequence File Maintenance** and provide user-defined sequences.

```
JOB COSTING - PO UPDATES TO JOB                                    JC92  11/017
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                          PURCHASE ORDERS TRANSACTIONS

SEQUENCE      ALT1           POST TO JC
                                                        ALT. KEY SCAN
ALTERNATE SEQ #        FROM [1 011000  1       ]
                         TO [01011000  1       ]


CO/BR/  PO #  /LINE/TYP AUD#      ALTERNATE CODE      DOC #    VENDOR
01/01/PO000167-    1/R/I-    4<-->01011000  1                   1000
01/01/PO000168-    1/R/I-    5    01011000  1                   1000
01/01/  000177-   10/R/I-    7    01011000  3         5         1000
01/01/PO000165-    1/REC-    1    01011000  COL                 1000
01/01/PO000165-    2/REC-    2    01011000  COL                 1000
01/01/  000177-   10/R/I-    8    01011000  DD                  1000
01/01/PO000166-    1/REC-    3    01011000  DD                  1000
01/01/  000179-   10/R/I-   11    01011000  V         V         1000
01/01/  000178-   10/R/I-    9    01011000  VV        C         1000
01/01/  000185-   10/R/I-   13    01011020  COL       TEST      1020

***  NO MORE ITEMS  ***
F1 - SCAN, F5 - SEQ, F6 - CODES, F10 - ALT.SEQ
```

Level 2

ALTERNATE SEQ # FROM/TO : Once the alternate sequence has been entered the Purchase Order file may be accessed in that sequence.

```
JOB COSTING - PO UPDATES TO JOB                                    JC92  11/017
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                              PURCHASE ORDERS TRANSACTIONS

ALTERNATE SEQUENCE ALT1     POST TO JC

CONSOLIDATION          (Y/N)  PAGE SKIP  (Y/N)

COMPANY                  [N]               [N]
BRANCH                   [N]               [N]
VENDOR                   [N]               [N]
VENDOR REFERENCE         [N]               [N]









F3 - ACCEPT, F10 - RANGE, ESC - EXIT
```

Depending on the sequence created, a number of options will be displayed.

MONTH-END DATE : YYYY/MM/DD
Enter the date up to which you want purchase order details to post to Accounts payable.

PRINT PRODUCT ISO DOC #? (Y/N) : Y/N
Because of page width limitations, it is not possible to print both product code and document number. The standard report prints the document number. [Y] will print the product instead.

VALIDATION ONLY? (Y/N) : Y/N
[Y] - To produce an audit trail without posting.
[N] - Will produce an audit trail and update simultaneously.

We strongly recommend that you do a validation only, check that the report shows the details as required and only THEN post.

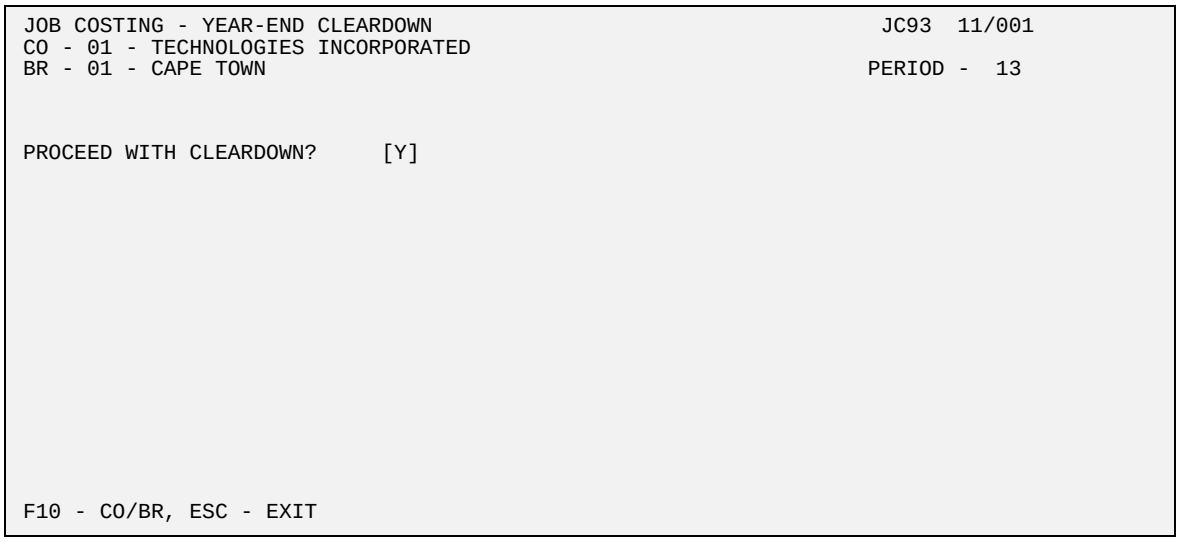
The program prints an audit trail detailing action taken on all records read from the purchase order file.

2.8 YEAR-END CLEARDOWN - JC93

The program sets to zero the year-to-date costs on JCMAST (actual and standard costs) for each of the nine transactions. It clears the categories on JCANAL for the period.

Enter JC93 to select the program.

The Report Destination, Company/Branch combination and Report date may be optionally selected. Please see the GETTING STARTED section at the beginning of this user guide.



Level 1

PROCEED WITH CLEARDOWN? : Y/N
Enter [Y] to continue.

The status line displays the other options available.

2.9 JOB DELETION - JC94

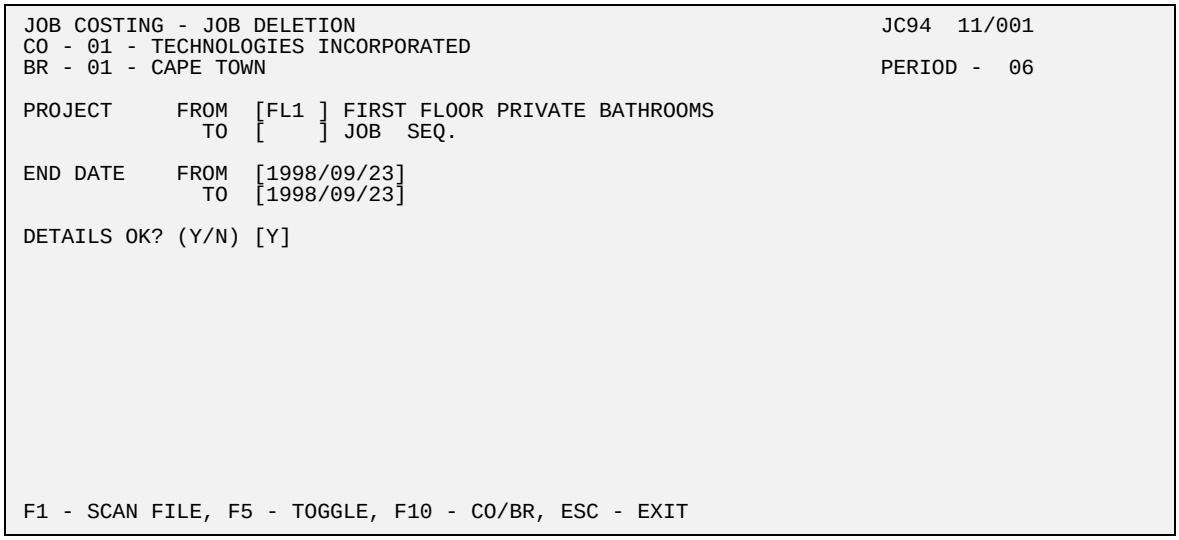
The program deletes specified jobs and all their associated operations and transactions.

You may delete a single job or a range of jobs. You may also specify a date range for the end dates of jobs.

Enter JC94 to select the program.

The Report Destination, Company/Branch combination and Report date may be optionally selected. Please see the GETTING STARTED section at the beginning of this user guide.

Level 1



PROJECT FROM - TO : 4 characters
The default is all projects or enter the start and ending range. You may use the **[F1]** key to scan or jobs on file. If you use the **[F5]** key, you may toggle the scan between the job number and project number sequence.

PROJECT FROM - TO :

END DATE FROM - TO : DD/MM/CCYY
Enter the date range for which you want to delete jobs

PROCEED WITH DELETION : Y/N
Accept the details for the specified jobs to be deleted or press **[Esc]** to exit the program without any deletions taking place.

2.10 SELECTIVE TRANSACTION DELETION - JC95

The program deletes those transactions selected by the operator.

Enter JC95 to select the program.

The Report Destination, Company/Branch combination and Report date may be optionally selected. Please see the GETTING STARTED section at the beginning of this user guide.

```
JOB COSTING - SELECTIVE TRANSACTION DELETION                    JC95  11/001
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                           PERIOD -  10

PROJECT         FL1  FIRST FLOOR PRIVATE BATHROOMS


DOC. DATE   27/02/92

TYPE        1 INVENTORY

REFERENCE

QUANTITY    17.000

COST        320.0000




F8 - DELETE, RTN - NEXT, F10 - JOB , ESC - EXIT
```

Level 1

PROJECT FROM - TO : 4 characters
Enter the project for which transactions are to be deleted.
The first transaction and its details will be displayed. Press **[Enter]** until the required transaction is displayed and then press **[F8]**. The transaction will be deleted.

Only the transaction is deleted, no costs on the category file or job files are affected.

2.11 ACTIVATE OPERATIONS - JC96

The program performs the following functions;

- It will optionally activate all or selected operations for a specific job.
- It will calculate the pro-rata percentage cost or sales of operations in relation to total costs or sales per the job as a whole.

Enter JC96 to select the program.

The Report Destination, Company/Branch combination and Report date may be optionally selected. Please see the GETTING STARTED section at the beginning of this user guide.

```
JOB COSTING - OPERATIONS ACTIVATE                                  JC96  11/001
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                              PERIOD -  10

PROJECT       [GA01]
PROJECT  SCAN
PROJECT       PROJ DESCRIPTION
FL1       HOT1 FIRST FLOOR PRIVATE BATHROOMS
FL2       HOT1 FLOOR 2 PRIVATE BATHROOMS
FL3       HOT1 FLOOR 3 PRIVATE BATHROOMS
FL4       HOT1 STAFF BATHROOMS/TOILETS
GA01 <--> GAME GAME PARK A1
GA02      GAME STAFF QUARTERS - PRIVATE
GA03      GAME VIP GUEST SUITE









F1 - SCAN, F5 - TOGGLE, F10 - CO/BR, ESC - EXIT
```

Level 1

PROJECT FROM - TO : 4 characters
Enter or scan for the project for which operations are to activated and/or pro-rata percentages calculated.

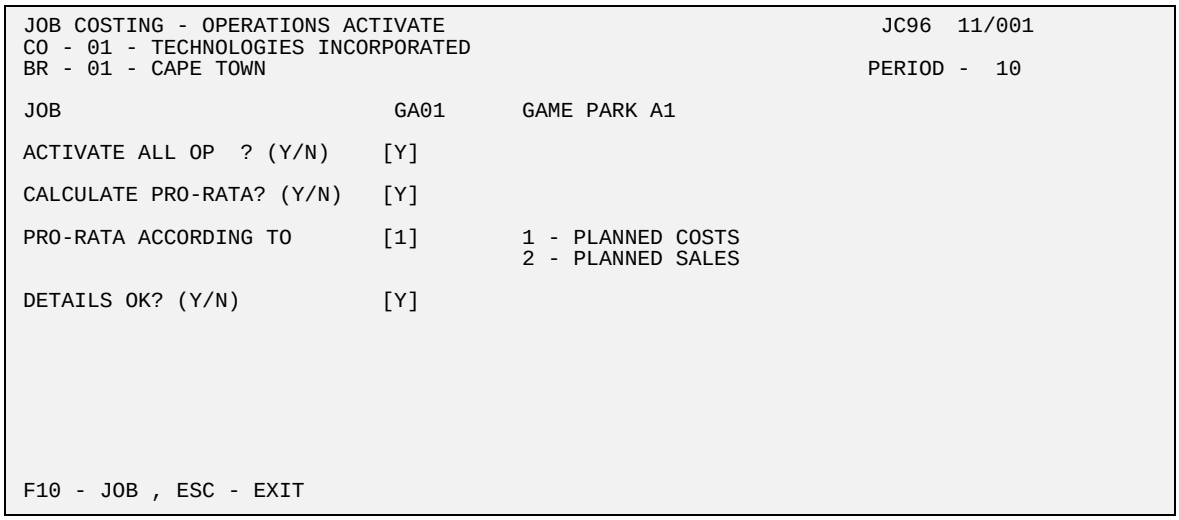
Level 2

ACTIVATE ALL OP? : Y/N
If [Y] is entered all operations for the selected job will automatically be activated.
If [N] is entered the operator will be able to activate individual operations.

The following two prompts only display if you selected the interim billing option in **JC00 - System record Maintenance**

CALCULATE PRO-RATA? : Y/N
If [Y] is entered the system will calculate a pro-rata percentage for each operation according to its relation to the job as a whole.

PRO-RATA ACCORDING TO : [1] Use Planned costs to derive the pro-rata percentage.
[2] Use Planned Sales to derive the pro-rata percentage.
When calculating the pro-rata percentage, the program uses one of the two values above to recalculate the operation cost as a percentage of the job cost, or the operation sales value as a percentage of the job sales value.



This screen shows selected operations for a specific job.

```
JOB COSTING - OPERATIONS ACTIVATE                                    JC96  11/001
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                                 PERIOD -  10

JOB        GA01    GAME PARK A1
SUMMARY OP   SCAN
OP        TRANSACTION  CATG/PROD/EMP   START DATE   END DATE   ACTIVE PRO-RATA
FINI <--> 2            00010   01        27/02/92   27/03/92     Y      2.71  %
FINI      2            00011   01        27/02/92   27/03/92     Y      2.50  %
INST      1            001-1WB/WIT 46    27/02/92   27/03/92     Y      1.10  %
INST      1            028-WIT 46        27/02/92   27/03/92     Y      1.52  %
INST      1            067S/SF-WIT 46    27/02/92   27/03/92     Y      6.17  %
INST      1            100-15            27/02/92   27/03/92     Y      2.60  %
INST      1            106AQ-15          27/02/92   27/03/92     Y      2.44  %
INST      1            108-20            27/02/92   27/03/92     Y      2.40  %
INST      1            121LK-15          27/02/92   27/03/92     Y      4.69  %
INST      1            147               27/02/92   27/03/92     Y      7.93  %
INST      1            158 AQ            27/02/92   27/03/92     Y      1.67  %
INST      1            191CA             27/02/92   27/03/92     Y      1.44  %
INST      1            404CA             27/02/92   27/03/92     Y      7.93  %
INST      1            414CA             27/02/92   27/03/92     Y     13.98  %
INST      1            431               27/02/92   27/03/92     Y     24.17  %

F1 - FWD, F3 - ACTIVATE, F5 - TOGGLE, F10 - PREVIOUS
```

This screen shows the pro-rata percentage calculation in relation to costs per job.

```
JOB COSTING - OPERATIONS ACTIVATE                                    JC96  11/001
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                                 PERIOD -  10

JOB        GA01    GAME PARK A1
DETAIL OP   SCAN
ACTIVE
  Y  <--> OP   FINI FINISHING                                 START DATE 27/02/98
          TRAN 2    LABOUR     CLASS LABOUR                   END DATE   27/03/98
          EMP  00010           RICHARDSON                       PRO-RATA   2.71 %
          CODE 01              BASIC PAY

  Y       OP   FINI FINISHING                                 START DATE 27/02/98
          TRAN 2    LABOUR     CLASS LABOUR                   END DATE   27/03/98
          EMP  00011           KING                             PRO-RATA   2.50 %
          CODE 01              BASIC PAY

  Y       OP   INST INSTALLATION                              START DATE 27/02/98
          TRAN 1    INVENTORY  CLASS MATERIAL USAGE           END DATE   27/03/98
          PROD 001-1WB/WIT 46  WHITE CASCADE HANDSHOWER SPIRA PRO-RATA  1.10 %


F1 - FWD, F3 - ACTIVATE, F5 - TOGGLE, F10 - PREVIOUS
```

2.12 JOB TO SP SUMMARY INVOICE CREATION - JC97

This program allows you to mark jobs as complete and to automatically create a summary order in the Sales Order Processing System. The summary is by job costing transaction type. You may also enter a status code indicating that the job is complete. The system will insert the **JC32 - Cost Category Maintenance** category description as a narrative on the order header.

Enter JC97 to select the program.

JOB : 4 characters
Enter a job number or use the **[F1]** key to scan all jobs on file. If you use the **[F5]** key, you may toggle the scan between job number and project number

```
JOB COSTING - JOB TO SP SUMMARY INVOICE CREATION                  JC97  11/001
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                               PERIOD -  13

JOB                          [FL1 ] JOB
ENTER COMPLETED STATUS CODE [6]

JOB       PROJ DESCRIPTION
FL1  <--> HOT1 FIRST FLOOR PRIVATE BATHROOMS
FL2       HOT1 FLOOR 2 PRIVATE BATHROOMS
FL3       HOT1 FLOOR 3 PRIVATE BATHROOMS
FL4       HOT1 STAFF BATHROOMS/TOILETS
FL5       HOT1 TEMPLATE FOR HOTEL FLOORS 1-4
GA01      GAME GAME PARK A1
GA02      GAME STAFF QUARTERS - PRIVATE
GA03      GAME VIP GUEST SUITE
TMP1      HOT1 TEMPLATE FOR HOTEL FLOORS 1-4  *** TEMPLATE ***




F1 - SCAN FILE, F3 - COMPLT, F5 - TOGGLE, F6 - INVOICE, F8 - UNFLAG
```

Once your cursor is positioned on the correct job, you have a few options.

Press **[F3]** to mark a job as being complete. As soon as you do this you will have to enter the status code your organisation uses to indicate that a job is complete.

ENTER STATUS CODE : 1 character
The system displays the current status code of the job and allows you to change it. Be careful as no validation is performed to ensure that you enter a correct code.

If you have marked a job as complete by mistake, you may press **[F8]** to unset this flag. You will however need a supervisor password to perform this function.

If you wish to create a summary invoice, use the **[F6]** key. This will create a summary order in the Sales Order Processing system and prevent any further action to this job until it is unflagged with the **[F8]** key as explained above.

2.13 SELECTIVE ARCHIVE DELETION - JC98

This program allows you to selectively delete records from the archive file. These records are written to the archive file by program **JC90 - Month - End Cleardown**, provided the option is set in **JC00 - System record Maintenance**.

Enter JC98 to select the program.

```
JOB COSTING - SELECTIVE ARCHIVE DELETION                          JC98  11/001
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                               PERIOD -  06

PROJECT     FROM  [    ] JOB  SEQ.
              TO  [    ]

END DATE    FROM  [1998/09/23]
              TO  [1998/09/23]

DETAILS OK? (Y/N) [Y]









F1 - SCAN FILE, F5 - TOGGLE, F10 - CO/BR, ESC - EXIT
```

PROJECT FROM - TO : 4 characters
The default is all projects or enter the start and ending range. You may use the **[F1]** key to scan for projects on file. If you use the **[F5]** key, you may toggle the scan between the job number and project number sequence.

END DATE FROM - TO : DD/MM/CCYY
Enter the date range for which you want to delete jobs

DETAILS OK? (Y/N) : Y/N
Accept the details for the specified jobs to be deleted or press **[Esc]** to exit the program without any deletions taking place.

2.14 UPDATE TEMPLATE SUPERSESSIONS - JC99

This program allows you to update all superseded items on your templates with their relevant supersessions. Where a supersession already exists as a line item on the template, a warning will be given on the resulting audit trail and you will have to update the template manually. You will have to delete the superseded item(s) and update the supersession with the required quantity.

Enter JC99 to select the program.

The Report Destination, Company/Branch combination and Report date may be optionally selected. Please see the GETTING STARTED section at the beginning of this user guide.

FROM-TO JOB : 4 characters
Enter the required range of jobs, or leave this blank for all jobs to be affected.

Press **[F3]** for the update to take place and the audit trail to print.

3 INPUT MODULE

3.1 THE INPUT MODULE MENU

This module consists of two separate modules which contain the following programs;

INPUT MODULE

JC10 - JOB COST INPUT

JC11 - INTERFACE TO ACCOUNTS RECEIVABLE

JC13 - CREATE INVOICE IN SP

JC17 - PURCHASE ORDER ENTRY

JC18 - DEMAND PURCHASE ORDER

JC19 - CONTRACT INPUT

BATCH MODULE

JC20 - JOB TEMPLATE INPUT

JC21 - JOB MAINTENANCE - FAST MATERIALS INPUT

JC22 - JOB COST INPUT - FAST MATERIALS INPUT

The Input module consists of a multi-purpose program that handles the input of costing transactions for any or all of the nine transaction types set up in program **JC33 - Transaction Type Maintenance**. It also provides a link to the Sales Order and Purchase Order systems through the contract input programs.

The fast input module provides the facility to capture job templates, which may be copied to jobs. This saves capturing time for similar jobs. The job copied from the template may then be altered and maintained using program JC21. Actual material quantities used may be captured on program JC22. This input program is faster for materials than program JC10 as it requires less input, but the same for labour.

At the Job Costing System Menu enter JC1 to display the Input Module or JC2 to display the Template and Fast Input Module.

Enter **JC,** to return to the Job Costing menu or **M,** to return to the main menu.

3.2 JOB COST INPUT - JC10

The program caters for the input of costs to any job/operation according to the transaction types and cost categories as set up in program **JC30 - Job/Operation Maintenance** program. If the option **"CREATE OPS WHEN POSTING"** is chosen in program **JC00 - System Record Maintenance**, then operations may be created here which have not been set up in program **JC30 - Job/Operation Maintenance**.

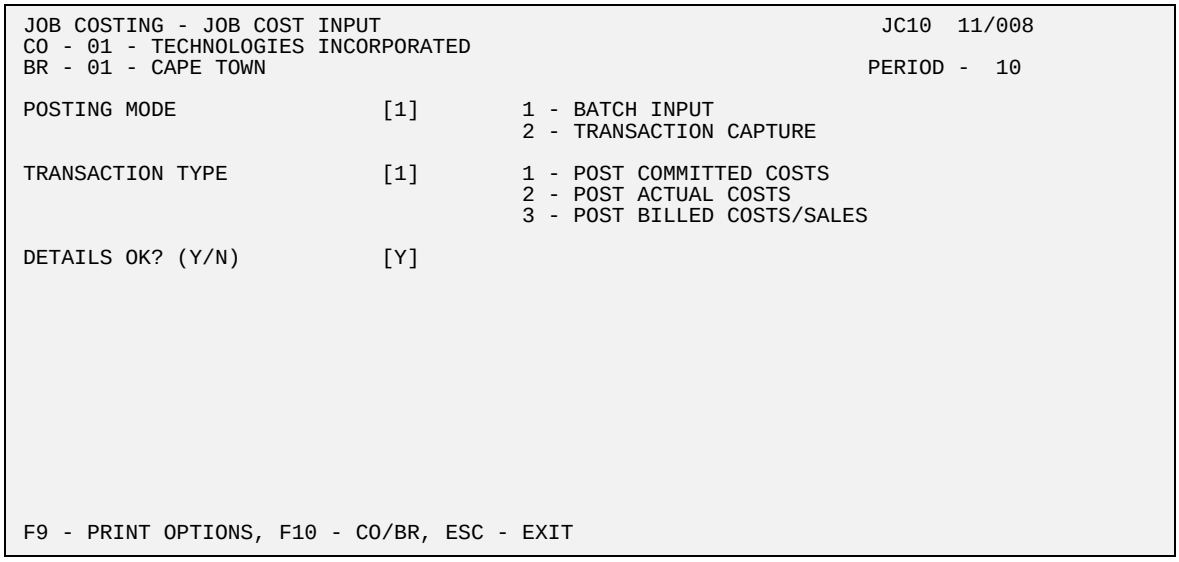
The Job number is written to SA1 and the project to SA2 for use on sales analysis.

The following pages will describe in detail what is required at each level of entry for the different transaction types.

Enter JC10 to select the program.

The Report Destination, Company/Branch combination and Report date may be optionally selected. Please see the GETTING STARTED section at the beginning of this user guide.

Level 1



POSTING MODE : [1] Batch Input
This indicates that a number of transactions will be batched and that the quantity and costs entered will be balanced against hash totals before update can take place.
[2] Transaction Capture
This indicate that transactions will be posted as they are completed.

TRANSACTION TYPE : [1] Orders
Capture of order type transactions will update committed costs.
[2] Transaction Capture
All transactions captured under this type will update actual costs and in addition subtract from committed costs if the option is set in program **JC00 - System Record Maintenance.**
[3] Billed Costs or Sales
Capture billed details

DETAILS OK? (Y/N) : Accept the details or make the required amendments and continue to the next level.

Level 2

```
JOB COSTING - JOB COST INPUT                                    JC10  11/008
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                           PERIOD -  10

BATCH           1               BATCH HEADER - NOT ON FILE

REFERENCE      [WED 18/3]
                                        COMPUTED        VARIANCE
BATCH QUANTITY [      300.00 ]             0.00          300.00
      COST     [      865.0000 ]           0.0000        865.0000

DETAILS OK?    [Y]









F3 - POST, F10 - NEXT BATCH, ESC - EXIT
```

BATCH : 6 digits
A scan is available on all unposted batches indicating their status. Select the batch required for correction or enter the next batch number.

REFERENCE : 8 Characters
The batch number entered above is inserted as a default but this may be altered to any user defined reference.

BATCH QUANTITY : 9.2 digits
Enter the total transaction quantity of this batch.

COST : 9.4 digits
Enter the total cost for this batch.

The total of ALL transaction lines will be compared to these fields and must be equal before posting allowed.

DETAILS OK? (Y/N) : Accept the details or make the required amendments and continue to the next level.

The computed or variance fields are not available for entry but are calculated by the system. The computed figures are the sum of the transactions entered thus far for this batch.

Level 3

```
JOB COSTING - JOB COST INPUT                                        JC10  11/008
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                                PERIOD -  10
BATCH 1       LINE 1         NOT ON FILE
JOB               [FL1 ]     FIRST FLOOR PRIVATE BATHROOMS
OPERATION         [INST]     INSTALLATION
TRANSACTION TYPE  [1]        INVENTORY  CLASS: MATERIAL USAGE
CATEGORY          [7000]     MATERIAL COSTS - INSTALLATIONS
PRODUCT           [001-1WB/WIT 46 ]     WHITE CASCADE HANDSHOWER SPIRA

EXISTING OP   SCAN
OP      DESCRIPTION                    TRANS CATG/PROD/EMP  ACTIVE
INST<-->INSTALLATION                   1     001-1WB/WIT 46      Y
INST    INSTALLATION                   1     006S-20-WIT 46      Y
INST    INSTALLATION                   1     068ADJ/WIT 46       Y
INST    INSTALLATION                   1     106AQ-15            Y
INST    INSTALLATION                   1     128-15B             Y
INST    INSTALLATION                   1     147CA               Y
INST    INSTALLATION                   1     401                 Y
INST    INSTALLATION                   1     414CA               Y
INST    INSTALLATION                   1     431                 Y
PLAN    PLANNING WITH PROJECT MANAGER  2     00010   01          Y

F1 - SCAN FILE, F4 - REVIEW, F5 - TOGGLE, F10 - BATCH, ESC - EXIT
```

LINE : 5 digits
Each new batch will start at line number one, and this will be incremented after each transaction. Existing lines can be scanned and reviewed by selecting the appropriate line numbers.

JOB : 4 characters
Enter the job number or scan the job numbers for the required job. The **[F5]** key provides a toggle between job and project sequence. Once a job number has been entered and validated the description is displayed.

OPERATION : 4 characters
This will only be requested if the specific job entered has associated operations.
Enter the operation number or scan the operations required for the required one. Once an operation has been entered and validated the description is displayed.

TRANSACTION TYPE : 1 digit
Only transaction types associated with this specific job/operation as set up in program **JC30 - Job/Operation Maintenance** may be entered or any program **JC33 - Transaction Type Maintenance** transaction type if program **JC00 - System Record Maintenance** option was set to "CREATE OPS WHEN POSTING".

CATEGORY : 4 characters
Only categories associated with the specific job/operation/transaction type combination as set up in program **JC30 - Job/Operation Maintenance** may be entered or any **JC33 - Transaction Type Maintenance** transaction type if program **JC00 - System Record Maintenance** option was set to "CREATE OPS WHEN POSTING". A scan will only display those categories linked to this particular combination.

PRODUCT : 15 characters.
Enter a valid product code to which the transaction relates. This entry will only be available if the transaction type is Inventory/Materials.
If this item has been superseded and it is a 'date type' supersession and that date has been reached, and you have not specified an automatic action to be taken in program **IV00 - System Record Maintenance**, you will now have to select the appropriate option. Depending on the IV00 option, a supervisor password may be required. If the supersession is a 'zero quantity' type, action will only be taken after you have entered the quantity. Please refer to Appendix A3 for more information.
Where appropriate, serial number entry will be required.

```
JOB COSTING - JOB COST INPUT                                    JC10  11/008
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                           PERIOD -  13
BATCH 6       LINE 1         NOT ON FILE
JOB               [FL1 ]     FIRST FLOOR PRIVATE BATHROOMS
OPERATION         [INST]     INSTALLATION
TRANSACTION TYPE  [2]        LABOUR     CLASS: LABOUR
CATEGORY          [1000]     LABOUR COSTS
EMPLOYEE #        [00007   ] SCOTT
WP CODE           [01  ]     BASIC PAY

WORK CENTRE [        ]
PERIOD      [13]
DOC. DATE   [92/03/24]
REFERENCE   [6       ]
DIVERSION   [    ]

HOURS BOOKED[      0.0000 ] TYPE [R]  R - RUN   S - SET UP
RATE        [     12.0000 ]
TOTAL COST         0.0000   (COMMITTED)
NARRATIVE   [TO DECIDE WHETHER WHITE/BLUE  ]
DETAILS OK? [Y]

F1 - SCAN FILE, F3 - ACCEPT, F4 - REVIEW, F10 - BATCH, ESC - EXIT
```

EMPLOYEE # : 6 characters.
Enter a valid employee number if required.
This field will only be available for entry if the transaction type is Labour.

WP CODE : 4 characters.
Enter a valid earning/deduction code if required.
This field will only be available for entry if the transaction type is Labour.

```
JOB COSTING - JOB COST INPUT                                    JC10  11/008
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                           PERIOD -  13
BATCH 6       LINE 1         NOT ON FILE
JOB               [FL1 ]     FIRST FLOOR PRIVATE BATHROOMS
OPERATION         [INST]     INSTALLATION
TRANSACTION TYPE  [2]        LABOUR     CLASS: LABOUR
CATEGORY          [1000]     LABOUR COSTS
EMPLOYEE #        [00007   ] SCOTT
WP CODE           [01  ]     BASIC PAY

WORK CENTRE [MANUF   ]                          USAGE [0.00       ] HOUR
PERIOD      [13]
DOC. DATE   [92/03/24]
REFERENCE   [6       ]
DIVERSION   [    ]

HOURS BOOKED[      0.0000 ] TYPE [R]  R - RUN   S - SET UP
RATE        [     12.0000 ]
TOTAL COST         0.0000   (COMMITTED)
NARRATIVE   [TO DECIDE WHETHER WHITE/BLUE  ]
DETAILS OK? [Y]
FACTORY - PLANNING/COSTING
F3 - ACCEPT, F4 - REVIEW, F10 - BATCH HEADER, ESC - EXIT
```

WORK CENTRE : 8 characters.
If the specific job/operation is linked to a work centre, this code will be filled in as the default but may be altered. Job/operation combinations not linked to a specific work centre may still be allocated to a valid work centre at this stage.
This code may be left blank.

USAGE : 5.2 digits.
This is read from the Work Centre file.

PERIOD : 2 digits
The current period is the default, but may be changed. This refers to the period in which the cost was incurred.

DOC. DATE : DD/MM/CCYY
The current date is the default but may be changed.

REFERENCE : 8 characters.
The reference is duplicated from the previous screen but may be altered.

DIVERSION : 4 characters.
Scan for a diversion code as entered in program **JC32 - Cost Category Maintenance** or enter one if the costs of this specific transaction should not be posted to the job entered. Leave blank if a diversion code does not apply.

The following entries apply to all transactions except LABOUR please see Level 4 (a) for the LABOUR transaction types.

Level 4

QTY : 7.4 digits
This quantity refers to usage, for example 5 kg of a specific product.
The unit of measure as set up in program **JC30 - Job/Operation Maintenance** is displayed.
If this is an item where square metres are used as specified in **IV30 - Company Inventory Maintenance**, then a small window will be presented, requiring you to enter the Unit Quantity, Length and Width and the system will do the required calculations.

If the system warns that there is not sufficient physical quantity on file for this transaction, this may be overridden by entering [O].

RATE : 7.4 digits
This entry defaults to the Rand value rate per unit of measure as set up in program **JC30 - Job/Operation Maintenance** but may be altered.

The default rate/unit cost must be set up in program JC00 - System Record Maintenance. The options are-
- **default to zero.**
- **default to Job/Op template costs.**
- **default to current JC33 - Transaction Type Maintenance default unit cost.**

TOTAL COST : 9.4 digits
This field is not available for entry. It is a calculated field using the two values entered above.
This entry will display 'COMMITTED', 'ACTUAL' or 'BILLED' depending on the transaction type selected on the batch header.

SALES VALUE : 7.4 digits
This field is only available when entering billed amounts.

NARRATIVE : 30 characters
Enter a meaningful narrative. This will be printed on **JC80 - Audit Trail**.

```
JOB COSTING - JOB COST INPUT                                        JC10  11/008
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                               PERIOD -  10
BATCH 1       LINE 1         NOT ON FILE
JOB              [FL1 ]     FIRST FLOOR PRIVATE BATHROOMS
OPERATION        [INST]     INSTALLATION
TRANSACTION TYPE [1]        INVENTORY  CLASS: MATERIAL USAGE
CATEGORY         [7000]     MATERIAL COSTS - INSTALLATIONS
PRODUCT          [001-1WB/WIT 46 ]     WHITE CASCADE HANDSHOWER SPIRA


WORK CENTRE [MANUF2  ]                              USAGE [      0.00 ] HOUR
PERIOD      [10]
DOC. DATE   [92/02/27]
REFERENCE   [WED 18/3]
DIVERSION   [     ]

QTY         [     10.0000 ] EACH
RATE        [     20.0000 ]                  SCRAP  QTY [      0.30 ]
TOTAL COST       200.0000   (ACTUAL)         SCRAP COST [        6.0000 ]
NARRATIVE   [TO DECIDE WHETHER WHITE/BLUE  ]
DETAILS OK? [Y]

F3 - ACCEPT, F4 - REVIEW, F10 - BATCH HEADER, ESC - EXIT
```

If the transaction type selected on the batch header was [2] Transaction Capture, the following will be presented for entry;

SCRAP QTY : 7.2 digits
If a record of scrap quantities is to be kept, enter the scrap quantity pertaining to this transaction here.

SCRAP COST : 7.4 digits
Enter the value relating to the scrap quantity if applicable. This field represents the total cost of scrap for this transaction.

Accept the entries or correct any of the fields.

The status line displays all the options available.

```
JOB COSTING - JOB COST INPUT                                        JC10  11/008
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                               PERIOD -  10
BATCH 1       LINE 1         NOT ON FILE
JOB              [FL1 ]      FIRST FLOOR PRIVATE BATHROOMS
OPERATION        [PLAN]      PLANNING WITH PROJECT MANAGER
TRANSACTION TYPE [2]         LABOUR     CLASS: LABOUR
CATEGORY         [1000]      LABOUR COSTS
EMPLOYEE #       [00010   ] RICHARDSON
WP CODE          [01  ]      BASIC PAY

WORK CENTRE [MANUF   ]                          USAGE [0.00       ] HOUR
PERIOD      [10]
DOC. DATE   [92/02/27]
REFERENCE   [WED 18/3]
DIVERSION   [     ]

HOURS BOOKED[      0.0000 ] TYPE [R]  R - RUN   S - SET UP
RATE        [     12.0000 ]                      SCRAP  QTY [      0.00 ]
TOTAL COST         0.0000   (ACTUAL)             SCRAP COST [        0.0000 ]
NARRATIVE   [TO DECIDE WHETHER WHITE/BLUE  ]
DETAILS OK? [Y]
FACTORY - PLANNING/COSTING
F3 - ACCEPT, F4 - REVIEW, F10 - BATCH HEADER, ESC - EXIT
```

Level 4 (a)

For all LABOUR transaction types the following entries apply;

HOURS BOOKED : 7.4 digits
This represents the number of units pertaining to this labour transaction.

TYPE : [R] refers to normal run time units of labour
[S] refers to set-up units of labour.

RATE : 7.4 digits
This is the Rand value rate per labour unit as set up in program **JC30 - Job/Operation Maintenance**. It defaults to that rate but may be altered.

TOTAL COST : This field is not available for entry. It is a calculated field using the two values entered above.
This entry will display 'COMMITTED', 'ACTUAL' or 'BILLED' depending on the transaction type selected on the **batch header.**

SALES VALUE : 7.4 digits
This field is only available when entering billed amounts.

NARRATIVE : 30 characters
Enter a meaningful narrative. This will be printed on **JC80 - Audit Trail.**

If the transaction type selected on the batch header was [2] Transaction Capture, the following will be presented for entry;

SCRAP QTY : 7.2 digits
If a record of scrap quantities is to be kept, enter the scrap quantity pertaining to this transaction here.

SCRAP COST : 7.4 digits
Enter the value relating to the scrap quantity if applicable. This field represents the total cost of scrap for this transaction.

Accept the entries or correct any of the fields.

The status line displays all the options available.

```
JOB COSTING - JOB COST INPUT                                    JC10  11/008
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                           PERIOD -  10

BATCH           1               BATCH HEADER

REFERENCE      [WED 18/3]
                                        COMPUTED        VARIANCE
BATCH QUANTITY [       10.00 ]            10.00            0.00
      COST     [      120.0000 ]          120.0000          0.0000

DETAILS OK?    [Y]









F3 - POST, F8 - DELETE, F10 - NEXT BATCH, ESC - EXIT
```

When the transaction input is complete, press **[F3]** to end the document, and the **[F10]** to return to the batch header screen.

Press **[F3]** to post the batch. A balanced batch will be posted immediately updating all the relevant files. The system will not allow the posting of an unbalanced batch.

CORRECTING DATA

If the batch is out of balance the system will display for the batch quantity and cost, the batch total, total amount entered, the computed values and the difference.

To correct an imbalance situation either input the correct batch total, or review the entries and correct the data as required.

For extreme circumstances the selection of **[F8]** will cancel the batch and return to the header screen, or terminate the program with the **[Esc]** option.

BATCH COMPLETED

When the balanced batch is complete - press **[F3]**, the files are updated.

The program will then prompt for further batches to be entered. End the program by pressing **[F10]** to return to the previous menu.

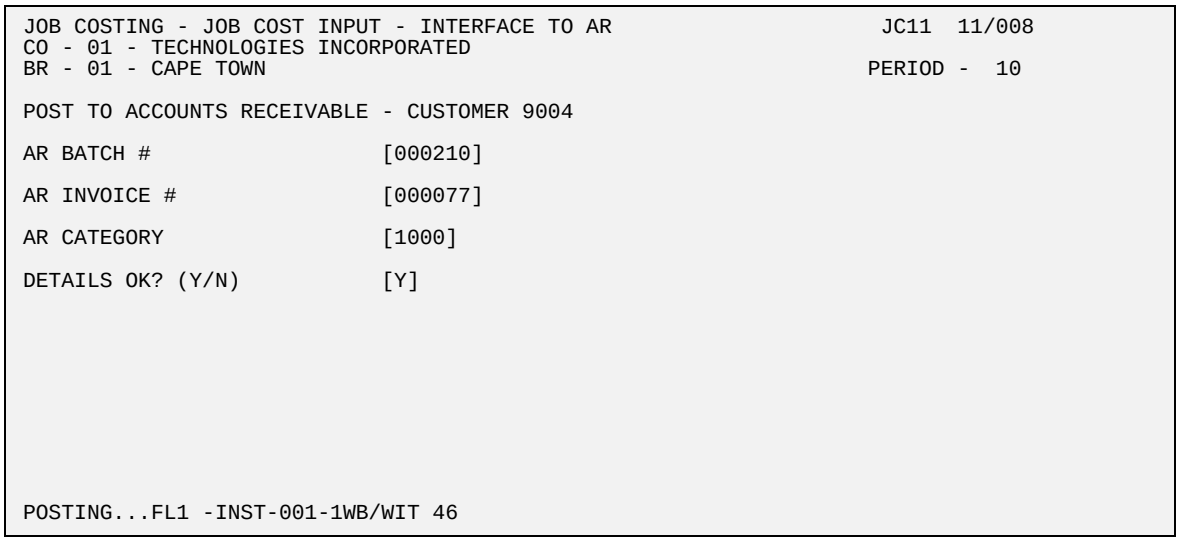
3.3 INTERFACE TO ACCOUNTS RECEIVABLE - JC11

This program is similar to program **JC10 - Job Cost Input**. However, in addition it allows you to post to the Accounts Receivable Module. If you do not use Accounts Receivable it will add the relevant values to billed mounts.

Enter JC11 to select the program.

The Report Destination, Company/Branch combination and Report date may be optionally selected. Please see the GETTING STARTED section at the beginning of this user guide.

Level 1



POST TO ACCOUNTS RECEIVABLE - CUSTOMER : 6 characters
Enter required customer number.

AR BATCH # : 6 digits
Enter the Accounts Receivable batch number.

AR INVOICE # : 6 digits
Enter the Accounts Receivable invoice number.

AR CATEGORY : 4 digits
Enter the sales category to which this invoice must be allocated in the Accounts Receivable system.

DETAILS OK? : Y/N
Accept the details to continue with processing.

3.4 CREATE INVOICE IN SP - JC13

This program allows you to semi-automatically create invoices in the Sales Order Processing system from a job using estimated costs and prices.

Please note that the USE JC10 TO ISSUE, JC13 TO INVOICE parameter in **JC00 - System record Maintenance** must be set to 'Y'. In addition the JC30 Estimating level must be '3' for 'item', and you must specify operations. The REF QTY is the number of finished items created by job and is used by this program when calculating default quantities and prices.

Enter JC13 to select the program.

The Report Destination, Company/Branch combination and Report date may be optionally selected. Please see the GETTING STARTED section at the beginning of this user guide.

Level 1

```
JOB COSTING - CREATE INVOICE IN SP                                  JC13  11/002
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                                 PERIOD -  03

PROJECT                      [AF01]     AFFANE PROJECT

PROJ    JOB  DESCRIPTION     Y              CUST   STATUS    LAST INVOICE
AB02    GAME ABS                            1000

BLA     JJM  BLA DI BLA DI BLA              1
COLJ         COL TEST JOB VIA JC10          1050
COLP         ENTER JOB DETAIL VIA JC17      1050
DP           DAWN                           1000
DP1          DP                             1000   POSTED
DP3     HOT1 TEMPLATE FOR HOTEL FLOORS 1-4  1010
FL1     HOT1 FIRST FLOOR PRIVATE BATHROOMS  9004   POSTED
FL2     HOT1 FLOOR 2 PRIVATE BATHROOMS      9004   POSTED
FL3     HOT1 FLOOR 3 PRIVATE BATHROOMS      1001
FL4     HOT1 STAFF BATHROOMS/TOILETS        9004   COMPLETED
FL5     HOT1 TEMPLATE FOR HOTEL FLOORS 1-4  9004
GA01    GAME GAME PARK A1                   1


F1 - SCAN, F3 - CONTINUE, F10 - CO/BR, ESC - EXIT
```

PROJECT : 4 characters
Scan the file or enter a Project/Job
Remember the JC30 Estimating level must be '3' for 'item', and you must specify operations.

PRINT ITEMS ON INVOICE? : Y/N
Items may selectively print on the invoice. The entry you make here will be the default for all line items on the following screen.

DOCUMENT TYPE : 1 digit
Select whether you wish to create an invoice or credit note.
[1] - Invoice
[2] - Credit Note

(DEBTORS) AGE PERIOD : 2 digits
If you are entering a credit note you may age it to the required debtors ageing period.

Press **[F3]** to continue.

Level 2

Enter or change details as shown below:

```
JOB COSTING - CREATE INVOICE IN SP                                  JC13  11/008
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                          INVOICE                PERIOD -  03

PROJ DP3  TEMPLATE FOR HOTEL FLOORS 1-4  CUST 01/01 1010   JONES GENERAL CONTRA
JOB  HOT1 RAILWAY HOTEL - PRIVATE BATHS  DATE [10/07/2000] REFERENCE [        ]
STATUS  6 IN PRODUCTION                  DEL ADDR # [0001]   REF QTY       0.00
                              SALESMAN   [CONR]  CUST ORD # [               ]
OPRN T ITEM            WORK CTR    USAGE    QUANTITY     UNIT COST  SELL PRICE
INST 1 001-1WB/WIT 46                           0.00       12.5085        0.00
     WHITE CASCADE HANDSHOWER SPIRA          CAT:7000 REP:     GRP:     PRINT N
INST 1 012 WIT 46                               0.00       42.2848        0.00
     WHITE CASCADE ADJ/HANDSHOWER            CAT:     REP:     GRP:     PRINT N
INST 1 433AQ                                   30.00       83.0610     4520.00
     SHOWER CUBICLE SET NO186AQUILA          CAT:7000 REP:     GRP:     PRINT N
INST 2 00007   01  SET                          0.00       12.0000        0.00
     LABOUR COSTS                            CAT:1000 REP:     GRP:     PRINT N
INST 2 00007   01  RUN                          2.00       12.0000       24.00
     LABOUR COSTS                            CAT:1000 REP:     GRP:     PRINT N



F3-POST, F6-COMMENTS, F10-PREV, ESC-EXIT
```

HEADER DETAILS:

DATE : DD/MM/YYYY
Accept or change the invoice date.

REFERENCE : 8 characters
Enter a reference to be printed on the invoice if required.

DEL ADDR # : 4 digits
Scan for or enter a delivery address if required.

REF QTY : Display only.
This is the number of finished items created by the Job and will be used to calculate default quantities and prices for the line items on the invoices.

SALESMAN : 4 characters
Enter a salesman code if required. This may be mandatory depending on the entry in **JC00 - System Record Maintenance.**

CUST ORDER# : 15 characters
Enter a customer order number if required. This may be mandatory depending on the entry in **JC00 - System Record Maintenance.**

The last invoice number and date for this job will also display if applicable.

Press **[F6]** if you wish to add any header comments.

DETAIL LINES:
You may enter or change the following details:

WORK CENTRE : 4 characters
Scan the file or enter a work centre if required. You may leave this blank.

USAGE : 5.2 digits

QUANTITY : 7.2 digits

UNIT COST : 7.4 digits

SELLING PRICE : 7.2 digits

DESCRIPTION : 30 characters

CAT : 3 characters
Enter or scan for a sales category. This may be mandatory depending on the entry in **JC00 - System Record Maintenance.**

REP : 4 characters
Enter or scan for a representative. This may be mandatory depending on the entry in **JC00 - System Record Maintenance.**

GRP : 4 characters
Enter or scan for a product group. . This may be mandatory depending on the entry in **JC00 - System Record Maintenance.**

PRINT INDICATOR : Y/N
The default is the entry you made at Level 1 on the previous screen.

Press **[F9]** after the end of every detail line to add narrative lines. These allow you to enter 30 characters or narrative.

Press **[F3]** to post the invoice through to Sales Order Processing. The system displays the invoice details and requires you to press **[F3]** again before posting.

3.5 PURCHASE ORDER ENTRY - JC17

This program simulates program **PO10 - Order Input** in the Purchase Order Processing module.

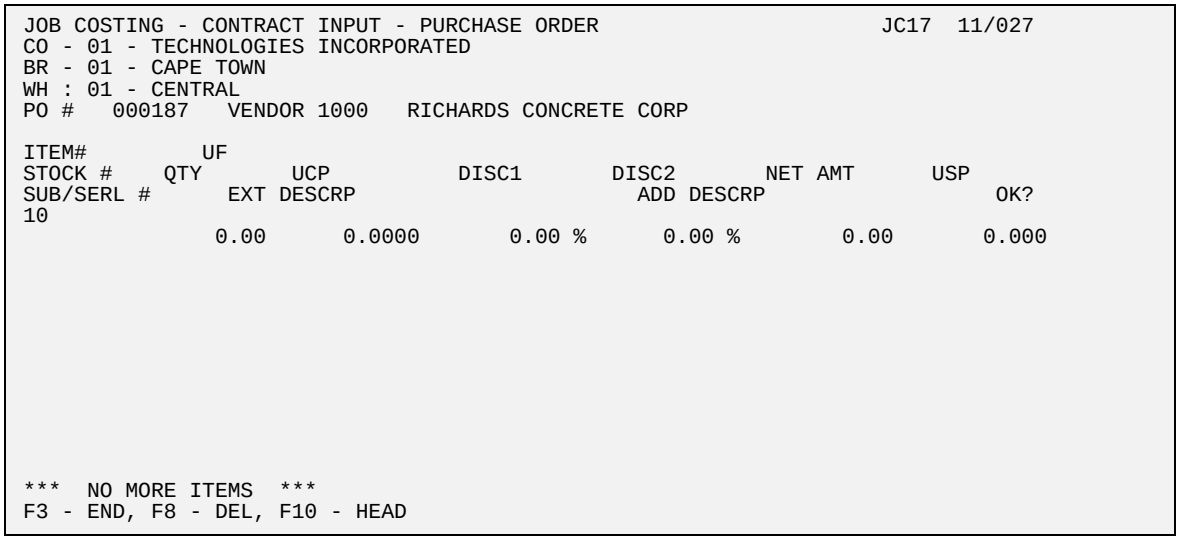
It allows you to capture Purchase Orders against a specific Job. The Purchase Order which is created will have receipts entered against it in the normal way. These receipts are posted the Creditor and to the Job as actual costs using **PO92 - Batch Posting to Accounts Payable**, to post to Creditors (for non-job PO's) and program **JC92 - PO Updates to Job** to post to Job Costing AND Creditors - for Purchase Orders relating to jobs.

Enter JC17 to select the program.

The Report Destination, Company/Branch combination and Report date may be optionally selected. Please see the GETTING STARTED section at the beginning of this user guide.

```
JOB COSTING - CONTRACT INPUT - PURCHASE ORDER                    JC17  11/027
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN
WH : 01 - CENTRAL
HEADER - 1
PURCHASE ORDER #  [   NEXT ]          STATUS - OUTSTANDING - NEW ORDER
VENDOR #          [1000  ]           RICHARDS CONCRETE CORP         TAX EXEMPT
VENDOR REFERENCE  [REF X   ]
JOB #             [        ]
FREE FORMAT (Y/N) [N]

COMMENCING DATE   [92/02/27]
COMPLETION DATE   [92/02/27]

ROUTE             [    ]
DELIVERY ADDRESS  [000]              CAPE TOWN



BUYER REFERENCE   [        ]
CONFIRM (Y/N) ?   [N]
WHO CONFIRM       [   ]

F1 - NEXT SCRN, F3 - UPDT, F10 - BACK
```

The layout of the data capture screens is *"soft"* and must be set up in program **PO00 - System Record Maintenance**. It is essential that the *"REQUEST #"* be specified in that program as this allows you to enter a Job Number.



The layout and definitions of line items are set up in **PO00 - System Record Maintenance** and will differ for each user. The above example shows a likely display.

It is advisable to include both the category codes for Accounts Payable and Job Costing in the jump table as these are important to such reports as JC78 - Cost Category Report, which may be used as a posting summary for the General Ledger.

3.6 DEMAND PURCHASE ORDER - JC18

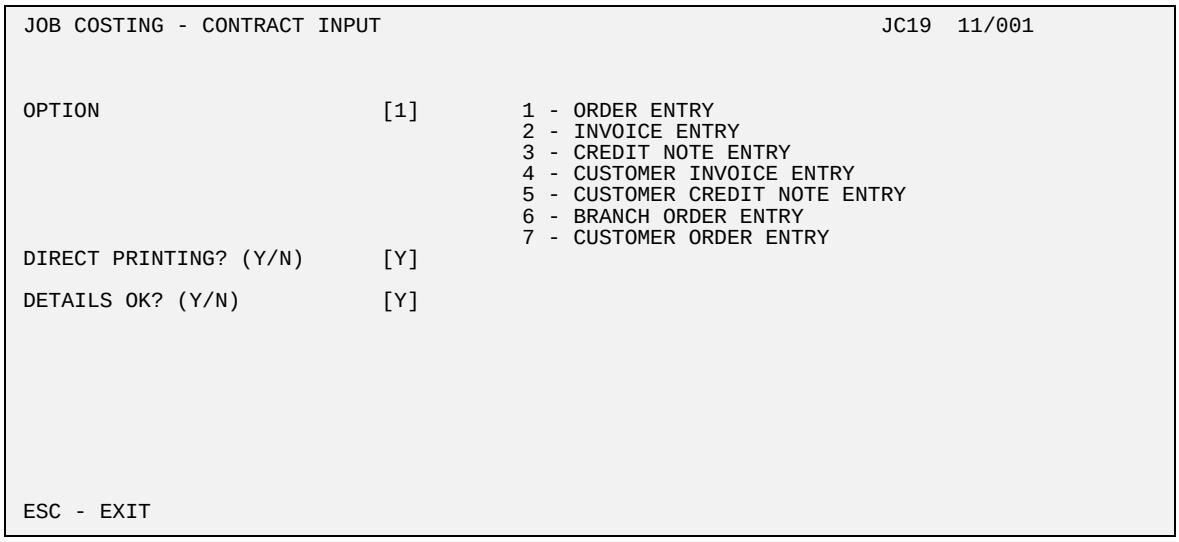
This program is the same as program **JC17 - Contract Input - Purchase Order** except that it will print a Purchase Order document immediately.

3.7 CONTRACT INPUT - JC19

This program is designed to serve as a link between the Job Costing system and the Sales Order and Purchase Order modules. It is a multi-purpose program with the options shown below.

Enter JC19 to select the program.

Level 1



OPTION : [1] Order entry
[2] Invoice entry
[3] Credit note entry
[4] Customer invoice entry
[5] Customer credit note entry
[6] Branch order entry
[7] Customer order entry

The program defaults to the first option. Accept it by pressing **[Enter]** or select another.

DIRECT PRINTING? (Y/N) : [Y] will cause the form printing program to be called and a form will be produced on completion of the input. [N] will cause the relevant files to be updated from which the associated forms may be printed at a later stage.

DETAILS OK? (Y/N) : Accept the details or correct them.

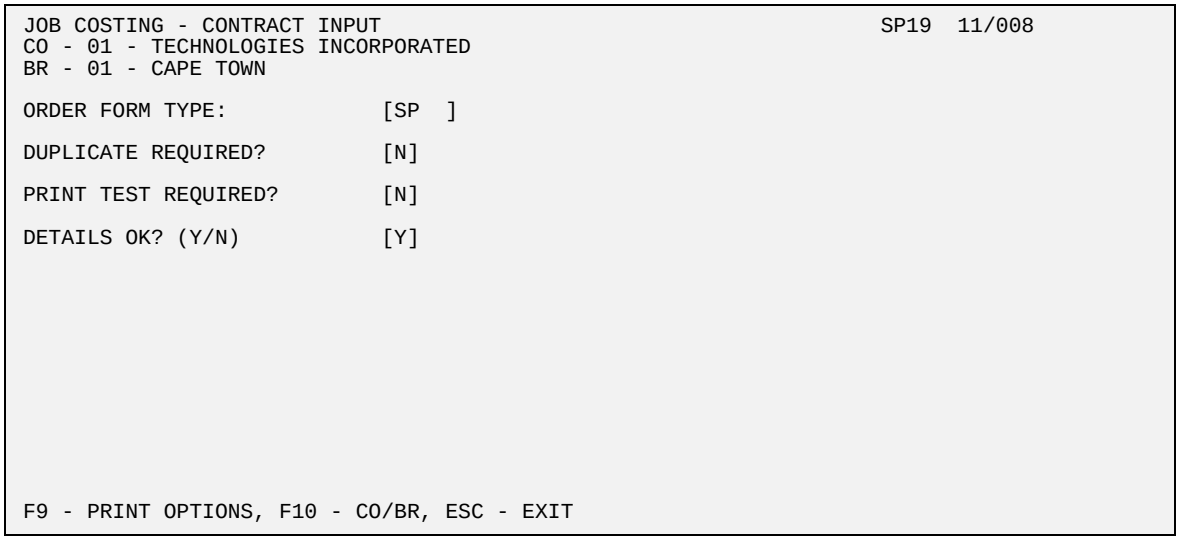
3.7.1 ORDER ENTRY

This option simulates either program **SP10 - Order Entry** or program **SP19 - Demand Order Entry** in the Sales Order Processing modules. It updates the Order and Inventory files.

It allows the capture of contract orders and the picking of items for those orders. It optionally produces a user-defined form which may be used as a picking list, an order confirmation or a delivery note.

This program will update the committed costs on the Job Costing system, but will have no effect on the debtors record at all.

Level 2



The entries for this level will only be required if the option to immediately produce forms has been selected.

ORDER FORM TYPE : SPxx
This represents the user defined form set up in program **SU35 - Customised Form Maintenance**.

DUPLICATE REQUIRED? : If [Y] is entered the program will print two forms exactly the same side by side.

If this option is used, the width of a single document as specified in program SU35 - Customised Form Maintenance may not exceed 66 characters.

PRINT TEST REQUIRED? : [Y] will produce a test printout which will enable the operator to ensure that the printer is lined up correctly.

DETAILS OK? (Y/N) : [N] will return the cursor to the top of the page and [Y] causes the program to proceed to Level 3.

The status line displays the other available options.

Level 3

SELECT CURRENCY TO BE USED

```
JOB COSTING - CONTRACT INPUT                                    SP19  11/008
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN


SELECT CURRENCY TO BE USED :

CURRENCY CODE               [    ]


DETAILS OK? (Y/N)           [Y]









F1 - SCAN, F10 - PREV. SCRN, ESC - EXIT
```

Currency codes and rates are set up in program **SU36 - Currency File Maintenance**.

CURRENCY CODE : 4 digits
Press **[Enter]** to accept the default currency or **[F1]** to scan and select. If another currency is selected the document values will be printed in the foreign currency using the rate held on file.

Level 4

WAREHOUSE # : 2 digits
This question will only be asked if the system parameter file for the stock system indicates that warehousing is an option.

Level 5

NUMBERING (M/A/S) : [A] for automatic numbering of invoices. This increments invoice numbers by one.
[M] For manual numbering of invoices. This allows the operator to enter invoice numbers.
[S] for semi-automatic numbering. This allows the operator to enter the first invoice number and the system will increment this by one each time a new invoice is entered.

An alteration to this may require a supervisor password to be entered.

Level 5

```
JOB COSTING - CONTRACT INPUT                                    SP19  11/029
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN
WH : 01 - CENTRAL
JOB                          [FL1 ] JOB


JOB       PROJ DESCRIPTION
FL1  <--> HOT1 FIRST FLOOR PRIVATE BATHROOMS
FL2       HOT1 FLOOR 2 PRIVATE BATHROOMS
FL3       HOT1 FLOOR 3 PRIVATE BATHROOMS
FL4       HOT1 STAFF BATHROOMS/TOILETS
GA01      GAME GAME PARK A1
GA02      GAME STAFF QUARTERS - PRIVATE
GA03      GAME VIP GUEST SUITE







***  NO MORE ITEMS  ***
F1 - SCAN FILE, F5 - TOGGLE, F10 - PREVIOUS
```

JOB # : 4 characters
Enter the required job number to which this order refers.

Level 6

The order header program is exactly as described for program **SP10 - Order Entry** or program

SP19 - Demand Order Entry in the Sales Order Processing system. Please refer to that User Guide for further information.

```
JOB COSTING - CONTRACT INPUT                                        SP19  11/029
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN
WH : 01 - CENTRAL
ORDER# 000066 JOB # FL1              ACCOUNT # 9004   HOTELS INCORPORATED
ORD# 000066                REF#          CUS ORD#                 DATE 92/02/27
                  <----QUANTITY---->                                 EXCLUSIVE
PRODUCT           ORDERED  TO SUPPLY      PRICE  DISC/SUR % + AMT T    NET AMT
006S-20-WIT 46       3.00       3.00      18.93                   0     56.79 Y









OP   [    ]   TRANS [1]   PROD [              ] EXISTING OP   SCAN


F1 - SCAN FILE, F3 - END, F10 - PREVIOUS
```

Level 7

OP : 4 characters (Optional)
This entry is only requested if the specific job has associated operations.
Enter the operation to which this transaction line refers.

TRANS : 1 digit
Enter the transaction type of this transaction line as defined in the Job Costing system.

CATEGORY : 4 characters
Enter the sales category to which this transaction line refers.

OR

PROD : If the transaction type is linked to the Inventory Module.

Level 8

The order details entry is exactly as described for program **SP19 - Demand Order Entry** in the Sales Order Processing system. Please refer to that User Guide for further information.

The program will now switch from Level 7 to Level 8 until all items have been entered.

If the direct printing option was selected the delivery note/picking slip will be printed automatically according to the parameters set up in program **SU35 - Customised Form Maintenance**.

The contract order created may be released to invoicing in the normal way using programs **SP14 - Order Release** or **SP78 - Order Release and Print**.

These invoices are not posted to the Accounts Receivable or Sales Analysis systems. They merely update the actual cost and sales values on the job record in the Job Costing system.

3.7.2 INVOICE ENTRY

This option simulates either program SP15 - Batch Invoice Entry or program SP16 - Demand Invoice Entry in the Sales Order Processing modules.

It allows the capture of invoices relating to specific jobs on the Job Costing system. It optionally produces a user-defined invoice.

This program will update the job record on the Job Costing system, but will have no effect on the customers record at all.

```
JOB COSTING - CONTRACT INPUT                                    SP16  11/021
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN

INVOICE FORM TYPE:          [IV  ]

DUPLICATE REQUIRED?         [N]

PRINT TEST REQUIRED?        [N]

DETAILS OK? (Y/N)           [Y]









F9 - PRINT OPTIONS, F10 - CO/BR, ESC - EXIT
```

Level 2

The entries for this level will only be required if the option to immediately produce forms has been selected.

INVOICE FORM TYPE : IVxx. This represents the user defined form set up in program **SU35 - Customised Form Maintenance**.

DUPLICATE REQUIRED? : If [Y] is entered the program will print two forms exactly the same side by side.

If this option is used, the width of a single document as specified in program SU35 - Customised Form Maintenance, may not exceed 66 characters.

PRINT TEST REQUIRED? : [Y] will produce a test printout which will enable the operator to ensure that the printer is lined up correctly.

DETAILS OK? (Y/N) : Accept the details entered or correct them.
[N] will return the cursor to the top of the page and [Y] will allow the program to proceed to Level 3.

The status line displays the other available options.

Level 3

NUMBERING (M/A/S) : [M] For manual numbering of invoices. This allows the operator to enter invoice numbers.
[A] for automatic numbering of invoices. This increments invoice numbers by one.
[S] for semi-automatic numbering. This allows the operator to enter the first invoice number and the system will increment this by one each time a new invoice is entered.

An alteration to this may require a supervisor password to be entered.

Level 4

WAREHOUSE # : 2 digits
This question will only be asked if the system parameter file for the stock system indicates that warehousing is an option.

Level 5

JOB # : 4 characters.
The required job number to which this order refers.

Level 6

The invoice header program is exactly as described for program **SP16 - Demand Invoice Entry** in the Sales Order Processing system. Please refer to that User Guide for further information.

```
JOB COSTING - CONTRACT INPUT                                    SP19  11/016
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN
WH : 01 - CENTRAL
              JOB # J101            CUSTOMER #1010   JONES GENERAL CONTRACTING
              REF #                 CUST ORD #                DATE  89/04/23
                  <----QUANTITY---->
PRODUCT           ORDERED  TO SUPPLY      PRICE  DISC/SUR % + AMT    NET AMT T
1220                 5.00       5.00      75.53                       377.65 0Y









OP   [OP12]   TRANS [1]   PROD [1220
PAINT - PVA EXT - WHITE 20L              PRICE#00 TAX%  0.00 GRP:0030 CAT:

 F3-END, F4-CAT, F8-DELETE, F10-CUST, R-RESERVE
```

Level 7

OP : 4 characters (Optional)
This entry is only requested if the specific job has associated operations.
Enter the operation to which this transaction line refers.

TRANS : 1 digit
Enter the transaction type of this transaction line as defined in the Job Costing system.

CATEGORY : 4 characters
Enter the sales category to which this transaction line refers.

OR

PROD : If the transaction type is linked to the Inventory Module.

Level 8

The invoice details entry is exactly as described for program **SP15 - Batch Invoice Entry** or program **SP16 - Demand Invoice Entry** in the Sales Order Processing system. Please refer to that User Guide for further information

The program will now switch from Level 7 to Level 8 until all items have been entered.

If the direct printing option was selected the invoice will be printed automatically according to the parameters set up in program **SU35 - Customised Form Maintenance**.

These invoices are not posted to the Accounts Receivable or Sales Analysis systems. They merely update the actual cost and sales values on the job record in the Job Costing system.

3.7.3 CREDIT NOTE ENTRY

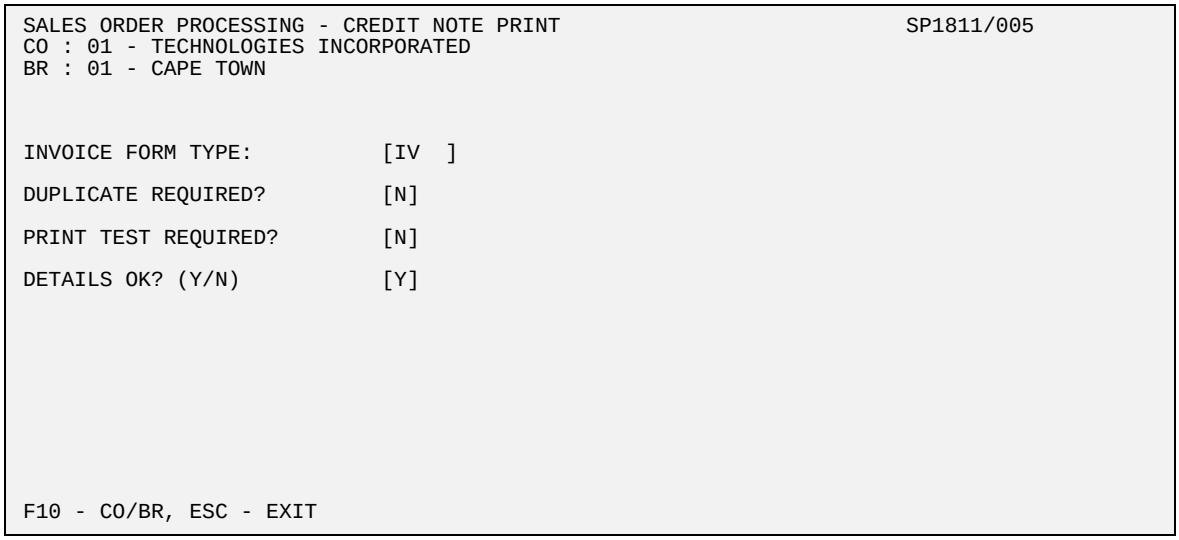
This option simulates either program **SP17 - Credit Note Entry** or program **SP18 - Demand Credit Note Entry** in the Sales Order Processing modules.

It allows the capture of credit notes relating to specific jobs on the Job Costing system. It optionally produces a user-defined credit note.

This program will update the job record on the Job Costing system, but will have no effect on the debtors record at all.

The Report Destination, Company/Branch combination and Report date may be optionally selected. Please see the GETTING STARTED section at the beginning of this user guide.

Level 2



The entries for this level will only be required if the option to immediately produce forms has been selected.

INVOICE FORM TYPE : SPxx. This represents the user defined form set up in program **SU35 - Customised Form Maintenance**.

DUPLICATE REQUIRED? : If [Y] is entered the program will print two forms exactly the same side buy side.

If this option is used, the width of a single document as specified in program SU35 - Customised Form Maintenance, may not exceed 66 characters.

PRINT TEST REQUIRED? : [Y] will produce a test printout which will enable the operator to ensure that the printer is lined up correctly.

DETAILS OK? (Y/N) : Accept the details entered or correct them. [N] will return the cursor to the top of the page and [Y] will allow the program to proceed to Level 3.

The status line displays the other available options.

Level 3

NUMBERING (M/A/S) : [M] For manual numbering of invoices. This allows the operator to enter invoice numbers.
[A] For automatic numbering of invoices. This increments invoice numbers by one.
[S] For semi-automatic numbering. This allows the operator to enter the first invoice number and the system will increment this by one each time a new invoice is entered.

An alteration to this may require a supervisor password to be entered.

Level 4

WAREHOUSE # : 2 digits
This question will only be asked if the system parameter file for the stock system indicates that warehousing is an option.

Level 5

JOB # : 4 characters.
The required job number to which this order refers.

Level 6

The credit note header program is exactly as described for program **SP18 - Demand Credit Note Entry** in the Sales Order Processing system. Please refer to that User Guide for further information.

Level 7

OP : 4 characters. **(Optional).**
This entry is only requested if the specific job has associated operations.
Enter the operation to which this transaction line refers.

TRANS : 1 digit
Enter the transaction type of this transaction line as defined in the Job Costing System.

CATEGORY : 4 characters
Enter the sales category to which this transaction line refers.

OR

PROD : If the transaction type is linked to the Inventory Module.

Level 8

The credit note details entry is exactly as described for program **SP17 - Credit Note Entry** or program **SP18 - Demand Credit Note Entry** in the Sales Order Processing system. Please refer to that User Guide for further information

The program will now switch from Level 7 to Level 8 until all items have been entered.

If the direct printing option was selected the credit note will be printed automatically according to the parameters set up in program **SU35 - Customised Form Maintenance**.

These invoices are not posted to the customers or sales analysis. They merely update the actual cost and sales values on the job record in the Job Costing system.

3.7.4 CUSTOMER INVOICE ENTRY

This option simulates either program SP15 - Batch Invoice Entry or program SP16 - Demand Invoice Entry in the Sales Order Processing modules.

It allows the capture of invoices relating to specific jobs on the Job Costing system. It optionally produces a user-defined invoice.

This option differs from option 2 section 3.6 in that it does update the customer and sales analysis records as well as the billed amount on the associated job record. You may also select to update estimates.

3.7.5 CUSTOMER CREDIT NOTE ENTRY

This option simulates either program **SP17 - Credit Note Entry** or program **SP18 - Demand Credit Note Entry** in the Sales Order Processing modules.

It allows the capture of credit notes relating to specific jobs on the Job Costing system. It optionally produces a user-defined credit notes.

This option differs from option 3 section 3.6 in that it does update the customers and sales analysis records as well as the billed amount on the associated job record. You may also select to update estimates.

3.7.6 BRANCH ORDER ENTRY

This program simulates Program **SP20 - Branch Order Entry** in the Sales Order Processing modules.

It allows the capture of branch /warehouse transfers, with a reference to a specific job. However, there is no option for direct printing.

Provided the option is set in program **JC00 – System Record Maintenance**, estimates which are normally captured via program **JC30 – Job/Operation Maintenance**, will be updated when capturing details here.

3.7.7 CUSTOMER ORDER ENTRY

This option is exactly the same as Option 1 - Order Entry with one exception. Once orders have been entered via this option and have been released to invoicing, the invoice will be used in program **JC91 - SP Updates to Job** to update the actual and committed costs on the Job Costing files where applicable. It will also update the customer details in the Accounts Receivable system.

You may also select to update estimates.

3.8 JOB TEMPLATE INPUT - JC20

This program allows you to create job templates which is a useful feature where many similar jobs exist. These templates may be accessed in program **JC21 - Job Maintenance - Fast Materials Input** and copied to a genuine job.

Enter data into the following job masterfile fields;

Level 1

JOB : 4 characters/digits depending on the definition in program **JC00 - System Record Maintenance**.

End each input by pressing **[Enter]** or by filling the field with data. If an error is made, use the arrow keys to move back to the field and re-enter the data. Use the backspace key if an incorrect character or digit is entered.

Not all the fields displayed on the screen are mandatory. Enter data only into those fields that are applicable. Press [F3] at any point in the data entry to end data input and update the file.

Level 2

DESCRIPTION : 30 characters
Enter a description for this job.

PROJECT : 4 characters/digits depending on the definition in program **JC00 - System Record Maintenance**. A scan of project codes is available as an aid.
If a code is entered which has not been created using program **SU31 - Descriptions File Maintenance** type JP then this code will be rejected for entry.

CUSTOMERS CO/BR : 2 digits/2 digits
Enter the specific company and branch against which customer numbers are to be validated.

```
JOB COSTING - JOB TEMPLATE INPUT                                    JC20  11/003
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                                PERIOD -  10

JOB  HEADER DETAILS
JOB                    TMP1
DESCRIPTION           [TEMPLATE FOR HOTEL FLOORS 1-4 ]
PROJECT               [HOT1]     RAILWAY HOTEL - PRIVATE BATHS
CUSTOMERS CO/BR       [01/01]
CUSTOMER #            [9004  ]   HOTELS INCORPORATED
STATUS                [6]        IN PRODUCTION
START DATE            [92/02/27]
END DATE              [92/02/27]
CATG ANALYSIS LEVEL   [1]        1 - JOB /OP     2 - JOB    3 - BRANCH
SPECIFY OPERATIONS    [Y]
ESTIMATING LEVEL      [3]        0 - NONE  1 - JOB   2 - TRANS  3 - ITEM
EXP PROFIT LEVEL      [2]        1 - JOB         2 - OP
REFERENCE             [        ]
REFERENCE QTY         [      0.00 ]
DETAILS OK? (Y/N)     [Y]



F3 - UPDATE, F10 - JOB , ESC - EXIT
```

CUSTOMER # : 6 characters.
This number will be validated against the customer masterfile if validation has been selected in program **JC00 - System Record Maintenance**.

STATUS : 1 character
Enter a valid status code as defined in program **SU31 - Descriptions File Maintenance** type JS, or leave this field blank.

START DATE : DD/MM/CCYY
The current date is displayed in this field which is not available for entry.

END DATE : DD/MM/CCYY
The current date is displayed in this field which is not available for entry.

CATG ANALYSIS LEVEL : [1] Costs for this job will be analysed in detail of job and operation. This is important if you wish to use **JC78 - Cost Category Report**, as a summary posting to General Ledger.
[2] Costs analysed at job level.
[3] Costs analysed at branch level.

SPECIFY OPERATIONS : Y/N.
A [Y] in this field is mandatory.

ESTIMATING LEVEL : 1 digit
Enter [3] - mandatory for this program. No other entries may be made. This will be at item level, i.e. every transaction will be itemised individually.

EXP PROFIT LEVEL : Enter the level at which profits are to be monitored.
[1] at job level.
[2] at operation level.

REFERENCE : 8 characters
This reference will be carried through to the Inventory Transaction File when issuing materials to a job in program **JC22 - Job Cost Input - Fast Materials Input**.

REFERENCE QTY : 7.2 digits
This is only a memorandum field and may be left as a zero.

DETAILS OK? : Y/N
Accept the details entered to proceed to the next screen, or amend any incorrect details.

Level 3

If you indicated that the job consists of more than one operation a further screen will now be presented for entry.

```
JOB COSTING - JOB TEMPLATE INPUT                                    JC20  11/003
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                                PERIOD -  10

OP   HEADER DETAILS

JOB                          TMP1 TEMPLATE FOR HOTEL FLOORS 1-4
OPERATION                    INST
DESCRIPTION                 [INSTALLATION                 ]
WORK CENTRE                 [         ]
START DATE                  [92/02/27]
END DATE                    [92/02/27]
SCHEDULED? (Y/N)            [Y]
ACTIVE? (Y/N)               [Y]
STATUS                      [6] IN PRODUCTION
PRO-RATA PERCENTAGE         [  0.00 ]
DETAILS OK? (Y/N)           [Y]




F10 - OP  , ESC - EXIT
```

OPERATION : 4 characters/digits depending on the definition in program JC00 - System Record Maintenance.

DESCRIPTION : 30 characters
Enter a description for this operation.

WORK CENTRE : 8 characters
A scan is available as an aid but this field may be left blank.

START DATE : DD/MM/CCYY

END DATE : DD/MM/CCYY
Entry of these two dates will only be requested if this option has been selected in program **JC00 - System Record Maintenance**.

SCHEDULED? (Y/N) : Y/N
This field is for memorandum purposes only.

ACTIVE? (Y/N) : Y/N
This field is for memorandum purposes only.

STATUS : 1 character.
A scan on this field is available, but this field may be left blank.

PRO-RATA PERCENTAGE : 3.2 digits.
This percentage is used by program **JC96 - Operations Activate**. (See also **JC00 - System Record Maintenance**, for more information.)

DETAILS OK? (Y/N) : Y/N
Enter [Y] to proceed to the next level.

Level 4

```
JOB COSTING - JOB TEMPLATE INPUT                                    JC20  11/003
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                                PERIOD -  10

JOB /OP  TMP1/INST  TEMPLATE FOR HOTEL FLOORS 1-/INSTALLATION
TRANS    [1] INVENTORY       CLASS: SET CLASS-JC33
CATG     [7000]              MATERIAL COSTS - INSTALLATIONS
                                              (FREE)      (TOTAL)
PRODUCT          BIN  UOM    QTY REQD     QTY ISS   QTY OUTST   UNIT PRICE
001-1WB/WIT 46

BR STK NO. SEQ
PRODUCT              DESCRIPTION                          AVERAGE COST    FREE
001-1WB/WIT 46  <--> WHITE CASCADE HANDSHOWER SPIRA              45.48      25
001WIT46             WHITE CASCADE HANDSHOWER ADJ.             56.81      71
005/5WIT 46          WHITE SPIRAFLEX TUBE BLACK CON             60.61       1
006S-20-WIT 46       0070E SELECTA CRADLE FOR GRIP              27.46       9-
012 WIT 46           WHITE CASCADE ADJ/HANDSHOWER               24.07     205
028-WIT 46           WHITE SHOW/ARM, HEAVY PATTERN              14.52       0
067S/SF-WIT 46       WHITE DIVERTER BATH SPOUT                  59.12     100
068ADJ/WIT 46        WHITE HYDROMATIC ADJ/SHOW/ROSE             36.00      88
084                  EXTRA LOOSE KEY FOR LOCKSHIELD              1.55     218

F1 - FWD, F2 - OP   DETAILS,  F3 - END OP  , F5 - TOGGLE, F6 - SCAN CODES
```

TRANS : 1 digit.
The transaction types may be displayed on the screen by using the scanning facility. The appropriate one for this operation should be selected.

CATG : 4 digits.
This refers to the cost categories set up in program **JC32 - Cost Category Maintenance**. Scan the cost categories or enter the required one.

PRODUCT : If the transaction type entered was "material usage" and if it was indicated in program **JC33 - Transaction Type Maintenance** that an interface to the Inventory Module is required, the operator will have to enter a valid product in this position.
If this item has been superseded and it is a 'date type' supersession and that date has been reached, and you have not specified an automatic action to be taken in program **IV00 - System Record Maintenance**, you will now have to select the appropriate option. Depending on the IV00 option, a supervisor password may be required. If the supersession is a 'zero quantity' type, action will only be taken after you have entered the quantity. Please refer to Appendix A3 for more information.

EMPLOYEE # : If the transaction type entered was "labour" and if it was indicated in program **JC33 - Transaction Type Maintenance** that an interface to the Wages module is required, the operator will have to enter a valid employee number in this position.

Press **[F3]** to accept the entry and display the next screen.

Level 5 (for transaction types **"MATERIAL USAGE"** and **"OTHER"**)

PRODUCT : If the transaction type entered was "material usage" and if it was indicated in program **JC33 - Transaction Type Maintenance** that an interface to the Inventory Module is required, the operator will have to enter a valid product in this position. The **[F5]** key may be used to toggle in the following sequences; branch stock number sequence, internal code sequence and existing operation sequence.
If this item has been superseded and it is a 'date type' supersession and that date has been reached, and you have not specified an automatic action to be taken in program **IV00 - System Record Maintenance**, you will now have to select the appropriate option. Depending on the IV00 option, a supervisor password may be required. If the supersession is a 'zero quantity' type, action will only be taken after you have entered the quantity. Please refer to Appendix A3 for more information.

UNIT PRICE : 7.4 digits
This value is read from the Inventory File according to the default unit of cost as specified in program **JC33 - Transaction Type Maintenance** for Inventory Type Transactions. It may be altered.

Level 5 (for transaction type "**LABOUR**")

```
JOB COSTING - JOB COST INPUT - FAST MATERIALS INPUT                JC22  11/008
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                              PERIOD -  13
BATCH 7       LINE 1         NOT ON FILE
JOB               [FL1 ]     FIRST FLOOR PRIVATE BATHROOMS
OPERATION         [INST]     INSTALLATION
TRANSACTION TYPE  [2]        LABOUR     CLASS: LABOUR
CATEGORY          [1000]     LABOUR COSTS
EMPLOYEE #        [00007   ] SCOTT
WP CODE           [01  ]     BASIC PAY

WORK CENTRE [MANUF   ]                                 USAGE [0.00       ] HOUR
PERIOD      [13]
DOC. DATE   [92/03/24]
REFERENCE   [7       ]
DIVERSION   [    ]

HOURS BOOKED[      0.0000 ] TYPE [R]  R - RUN   S - SET UP
RATE        [     12.0000 ]                      SCRAP  QTY [      0.00 ]
TOTAL COST         0.0000   (ACTUAL)             SCRAP COST [        0.0000 ]

DETAILS OK? [Y]
FACTORY - PLANNING/COSTING
F3 - ACCEPT, F4 - REVIEW, F10 - BATCH HEADER, ESC - EXIT
```

ESTIMATED (PLANNED COSTS)

SET UP TIME : 9.4 digits.
Enter the number of time units required to set up this job/operation combination.

SET UP RATE : 9.4 digits
This rate is duplicated from the cost category or WP code specified previously.

A calculated set-up cost field is displayed but not available for entry.

RUN TIME : 9.4 digits.
Enter the number of time units required to set up this job/operation combination.

RUN RATE : 9.4 digits
This rate is duplicated from the cost category or WP code specified previously.

OVERHEAD : 9.4 digits
This represents a contingency overhead to be added to the costs of the specific operation.

TOTAL : 9.4 digits.
This is a calculated field and is not available for entry.

The formula is set up time x rate + run time x rate + overhead cost.

SUGGESTED SALES : 9.4 digits
Enter the total value of the planned sales.

Press **[F3]** to update the record. The next screen will show the accumulated totals for all the operations relating to the current job.

After all details for all operations have been completed press **[F3]** on the Level 3 screen and the Level 6 screen will be displayed.

```
JOB COSTING - JOB TEMPLATE INPUT                                    JC20  11/003
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                                PERIOD -  10

JOB  TMP1 TEMPLATE FOR HOTEL FLOORS 1-4    0.00 % OF ESTIMATE
                                  ACTUAL                      ESTIMATED COST
                   ESTIMATE      CUMULATIVE        VARIANCE      TO COMPLETE
INVENTORY            0.0000          0.0000          0.0000           0.0000
LABOUR              24.0000          0.0000         24.0000          24.0000
CALCD. OHD           0.0000          0.0000          0.0000           0.0000
OTHER                0.0000          0.0000          0.0000           0.0000
LAB NOT WP           0.0000          0.0000          0.0000           0.0000
NOT USED             0.0000          0.0000          0.0000           0.0000
NOT USED             0.0000          0.0000          0.0000           0.0000
NOT USED             0.0000          0.0000          0.0000           0.0000
NOT USED             0.0000          0.0000          0.0000           0.0000
          --------------- --------------- ---------------  ---------------
TOTAL               24.0000          0.0000         24.0000          24.0000

QUOTE                      24.00
EXPECTED PROFIT             0.00           BILLED COST             0.0000
EXPECTED PROFIT %    0.0000                BILLED SALES            0.0000

F3 - UPDATE, F7 - STD, F10 - PREV.SCREEN, ESC - EXIT
```

Level 6

This screen displays the following information;

ESTIMATE : 9.4 digits.
This represents the total cost estimate for all operations for a single job. It is broken down in the 9 transaction types.

ACTUAL CUMULATIVE : 9.4 digits.
This represents costs incurred to date. The **[F7]** key will toggle the display between actual and standard costs.

VARIANCE : 9.4 digits.
The variance is a calculated figure representing the difference between the two previous fields.

ESTIMATED COST TO COMPLETE : 9.4 digits.
This is a calculated field representing the estimated costs to complete the job.

QUOTE : 9.4 digits.
This represents the total of all the 'Suggested Selling Price' fields held on the individual operations relating to this job.

EXPECTED PROFIT : 9.4 digits.
This field represents the difference between the total value of the estimate and the value quoted.

EXPECTED PROFIT % : 3.4 digits.
This field is calculated using the estimated cost and selling values.

BILLED COSTS : 9.4 digits

BILLED SALES : 9.4 digits
The above two fields are updated by the system and are not available for entry.

Press **[F3]** to end entry for the operation.

3.9 JOB MAINTENANCE - FAST MATERIALS INPUT - JC21

The function of this program is twofold; it allows templates created in program **JC20 - Job Template Input** to be copied as actual jobs, and it provides a facility for the fast capture of estimated materials usage. It is similar to program JC20. Items already captured on program JC20 may now have a quantity entered against them, item lines may be deleted and new item lines may be added.

Level 1

JOB : 4 characters/digits depending on the definition in program **JC00 - System Record Maintenance**.
Enter a new or existing job number. If the job number is new and you wish to copy details from a template, press **[F4]** on the level 2 screen.

COPY CO/BR/JOB : 6 digits/characters
Enter the company, branch and job number which is to be used as a template for the new job being created.

Level 2

DESCRIPTION : 30 characters
Accept the default or enter a description for this job.

PROJECT : 4 characters/digits depending on the definition in program **JC00 - System Record Maintenance**. A scan of project codes is available as an aid.
If a code is entered which has not been created using program **SU31 - Descriptions File Maintenance** type JP then this code will be rejected for entry.
Accept the default or enter a new project code.

CUSTOMERS CO/BR : 2 digits/2 digits
Accept the default or enter the specific company and branch against which customer numbers are to be validated.

```
JOB COSTING - JOB MAINTENANCE - FAST MATERIALS INPUT              JC21  11/003
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                              PERIOD -  10

JOB  HEADER DETAILS
JOB                    FL5
DESCRIPTION           [                                ]
PROJECT               [    ]
CUSTOMERS CO/BR       [01/01]
CUSTOMER #            [      ]
STATUS                [ ]
START DATE            [92/02/27]
END DATE              [92/03/27]
CATG ANALYSIS LEVEL   [3]        1 - JOB /OP     2 - JOB    3 - BRANCH
SPECIFY OPERATIONS    [Y]
ESTIMATING LEVEL      [2]        0 - NONE  1 - JOB   2 - TRANS  3 - ITEM
EXP PROFIT LEVEL      [1]        1 - JOB         2 - OP
REFERENCE             [        ]
REFERENCE QTY         [      0.00 ]
DETAILS OK? (Y/N)     [Y]



COPY CO/BR/JOB  [01/01/TMP1] TEMPLATE FOR HOTEL FLOORS 1-4      COPY? (Y/N) [Y]
```

CUSTOMER # : 6 characters.
Accept the default or enter a new customer number. This number will be validated against the customer masterfile if validation has been selected in program **JC00 - System Record Maintenance**.

STATUS : 1 character
Accept the default or enter a valid status code as defined in program **SU31 - Descriptions File Maintenance** type JS, or leave this field blank.

START DATE : DD/MM/CCYY
The default from the template is displayed but it may be altered

END DATE : DD/MM/CCYY
The current date plus one month is displayed but it may be altered

CATG ANALYSIS LEVEL : [1] costs for this job will be analysed in detail of job and operation.
[2] costs analysed at job level.
[3] costs analysed at branch level.

SPECIFY OPERATIONS : Y/N.
If a job consists of one or more than one operation(s), you must enter **[Y]** in this field.

ESTIMATING LEVEL : 1 digit
A [3] is mandatory for this program. No other entries may be made.

EXP PROFIT LEVEL : Enter the level at which profits are to be monitored.
[1] at job level.
[2] at operation level.

REFERENCE : 8 characters
Accept the default or enter a relevant reference. This reference will be carried through to the Inventory Transaction File when issuing materials to a job in program **JC22 - Job Cost Input - Fast Materials Input**.

REFERENCE QTY : 7.2 digits
This is only a memorandum field and may be left as a zero.

DETAILS OK? : Y/N
Accept the details entered to proceed to the next screen, or amend any incorrect details.

Level 3

If you indicated that the job consisted of more than one operation a further screen will now be presented for entry.

```
JOB COSTING - JOB/OPERATION MAINTENANCE                          JC30  11/003
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                            PERIOD -  13

OP   HEADER DETAILS

JOB                          FL1  FIRST FLOOR PRIVATE BATHROOMS
OPERATION                    FINI
DESCRIPTION                 [FINISHING                       ]
WORK CENTRE                 [MANUF   ] FACTORY - PLANNING/COSTING
START DATE                  [92/02/27]
END DATE                    [92/03/27]
SCHEDULED? (Y/N)            [N]
ACTIVE? (Y/N)               [N]
STATUS                      [6]
PRO-RATA PERCENTAGE         [  0.00 ]
DETAILS OK? (Y/N)           [Y]




F10 - OP  , ESC - EXIT
```

OPERATION : 4 characters/digits depending on the definition in program **JC00 - System Record Maintenance**.
Accept the operation as entered on the template or enter a new one if any additions are required.

DESCRIPTION : 30 characters
Accept the default from the template or enter a description for this operation.

WORK CENTRE : 8 characters
A scan is available as an aid but this field may be left blank.

START DATE : DD/MM/CCYY

END DATE : DD/MM/CCYY
Entry of these two dates will only be requested if this option has been selected in program **JC00 - System Record Maintenance**.

SCHEDULED? (Y/N) : Y/N
This field is for memorandum purposes only.

ACTIVE? (Y/N) : Y/N
This field is for memorandum purposes only.

STATUS : 1 character.
A scan on this field is available, but this field may be left blank.

PRO-RATA PERCENTAGE : 3.2 digits.

DETAILS OK? (Y/N) : Y/N
Enter [Y] to proceed to the next level.

Level 4

TRANS : 1 digit.
The transaction types may be displayed on the screen by using the scanning facility. The appropriate one for this operation should be selected.

CATG : 4 digits.
This refers to the cost categories set up in program **JC32 - Cost Category Maintenance**. Scan the cost categories or enter the required one.

EMPLOYEE # : If the transaction type entered was "labour" and if it was indicated in program **JC33 - Transaction Type Maintenance** that an interface to the Wages module is required, the operator will have to enter a valid employee number in this position.

Level 5 (for transaction types **"MATERIAL USAGE"** and **"OTHER"**)

PRODUCT : If the transaction type entered was "material usage" the inventory items as entered on the template in program **JC20 - Job Template Input** will be displayed. The **[F5]** key may be used to toggle in the following sequences; branch stock number sequence, internal code sequence and existing operation sequence.
Lines may be added or deleted as required.
If this item has been superseded and it is a 'date type' supersession and that date has been reached, and you have not specified an automatic action to be taken in program **IV00 - System Record Maintenance**, you will now have to select the appropriate option. Depending on the IV00 option, a supervisor password may be required. If the supersession is a 'zero quantity' type, action will only be taken after you have entered the quantity. Please refer to Appendix A3 for more information.

QTY REQUIRED : 7.2 digits
Enter the quantity required for this item.

UNIT PRICE : 7.4 digits
This value is read from the Inventory File according to the default unit of cost as specified in program **JC33 - Transaction Type Maintenance** for Inventory Type transactions. It may be altered.

TOTAL UNIT PRICE : 9.4 digits
This field is calculated and is not available for entry. The calculation is Quantity required * Unit price.

When all material requirements have been captured use the up arrow to enter another category or transaction type or press **[F3]** to proceed to the next level.

Level 5 (for transaction type **"LABOUR"**)

```
JOB COSTING - JOB MAINTENANCE - FAST MATERIALS INPUT              JC21  11/003
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                              PERIOD -  10

JOB /OP  FL5 /INST  TEMPLATE FOR HOTEL FLOORS 1-/INSTALLATION
TRANS    [1] INVENTORY       CLASS: SET CLASS-JC33
CATG     [7000]              MATERIAL COSTS - INSTALLATIONS
                                              (FREE)      (TOTAL)
PRODUCT         BIN  UOM    QTY REQD     QTY ISS   QTY OUTST   UNIT PRICE
001-1WB/WIT 46  0000 EACH       6.00        0.00        0.00     999.9999     Y
WHITE CASCADE HANDSHOWER SPIRA                         25        600.0000
EXISTING OP   SCAN
T CATG    PRODUCT/EMP-COD QTY REQ/SET QTY ISS/RUN  QTY OUT/RR  UNIT PR/SR
1 7000<-->001-1WB/WIT 46        0.00        0.00        0.00      999.9999
INVENTORY WHITE CASCADE HANDSHOWER SPIRA   FREE :      25









F2 - OP   DETAILS, F3 - UPDATE, F5 - TOGGLE, F8 - DELETE, F10 - OP   SCAN
```

ESTIMATED (PLANNED COSTS)

EMPLOYEE # : If the transaction type entered was "labour" the employees as entered on the template in program JC20 - Job Template Input will be displayed. The **[F5]** key may be used to toggle in the following sequences; employee number sequence or existing operation sequence.
Lines may be added or deleted as required.

WP CODE : 4 characters
Accept the default code or entered the required one. The labour rate will be read from this code and used as a default.

SET UP TIME : 9.4 digits.
Enter the number of time units required to set up this job/operation combination.

SET UP RATE : 9.4 digits
This rate is duplicated from the cost category or WP code specified previously.

A calculated set-up cost field is displayed but not available for entry.

RUN TIME : 9.4 digits.
Enter the number of time units required to set up this job/operation combination.

RATE : 9.4 digits
This rate is duplicated from the cost category or WP code specified previously.

OVERHEAD : 9.4 digits
This represents a contingency overhead to be added to the costs of the specific operation.

TOTAL : 9.4 digits.
This is a calculated field and is not available for entry.

The formula is setup time x rate + run time x rate + overhead cost.

SUGGESTED SALES : 9.4 digits
Enter the total value of the planned sales.

Press **[F3]** to update the record. The next screen will show the accumulated totals for all the operations relating to the current job.

After all details for all operations have been completed press **[F3]** on the Level 3 screen and the Level 6 screen will be displayed.

Level 6

```
JOB COSTING - JOB MAINTENANCE - FAST MATERIALS INPUT              JC21  11/003
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                              PERIOD -  10

JOB  FL5  TEMPLATE FOR HOTEL FLOORS 1-4    0.00 % OF ESTIMATE
                                   ACTUAL                    ESTIMATED COST
                  ESTIMATE      CUMULATIVE        VARIANCE      TO COMPLETE
INVENTORY         600.0000          0.0000        600.0000          600.0000
LABOUR             74.0000          0.0000         74.0000           74.0000
CALCD. OHD          0.0000          0.0000          0.0000            0.0000
OTHER               0.0000          0.0000          0.0000            0.0000
LAB NOT WP          0.0000          0.0000          0.0000            0.0000
NOT USED            0.0000          0.0000          0.0000            0.0000
NOT USED            0.0000          0.0000          0.0000            0.0000
NOT USED            0.0000          0.0000          0.0000            0.0000
NOT USED            0.0000          0.0000          0.0000            0.0000
            --------------- --------------- ---------------  ---------------
TOTAL             674.0000          0.0000        674.0000          674.0000

QUOTE                    674.00
EXPECTED PROFIT            0.00           BILLED COST             0.0000
EXPECTED PROFIT %    0.0000               BILLED SALES            0.0000

F3 - UPDATE, F7 - STD, F10 - PREV.SCREEN, ESC - EXIT
```

This screen displays the following information;

ESTIMATE : 9.4 digits.
This represents the total cost estimate for all operations for a single job. It is broken down in the 9 transaction types.

ACTUAL CUMULATIVE : 9.4 digits.
This represents costs incurred to date. The **[F7]** key will toggle the display between actual and standard costs.

VARIANCE : 9.4 digits.
The variance is a calculated figure representing the difference between the two previous fields.

ESTIMATED COST TO COMPLETE : 9.4 digits.
This is a calculated field representing the estimated costs to complete the job.

QUOTE : 9.4 digits.
This represents the total of all the 'Suggested Selling Price' fields held on the individual operations relating to this job.

EXPECTED PROFIT : 9.4 digits.
This field represents the difference between the total value of the estimate and the value quoted.

EXPECTED PROFIT % : 3.4 digits.
This field is calculated using the estimated cost and selling values.

BILLED COSTS : 9.4 digits

BILLED SALES : 9.4 digits
The above two fields are updated by the system and are not available for entry.

Press **[F3]** to end entry for the operation.

3.10 JOB COST INPUT - FAST MATERIALS INPUT - JC22

The program caters for the input of costs to any job/operation according to the transaction types and cost categories as set up in program **JC30 - Job/Operation Maintenance**.

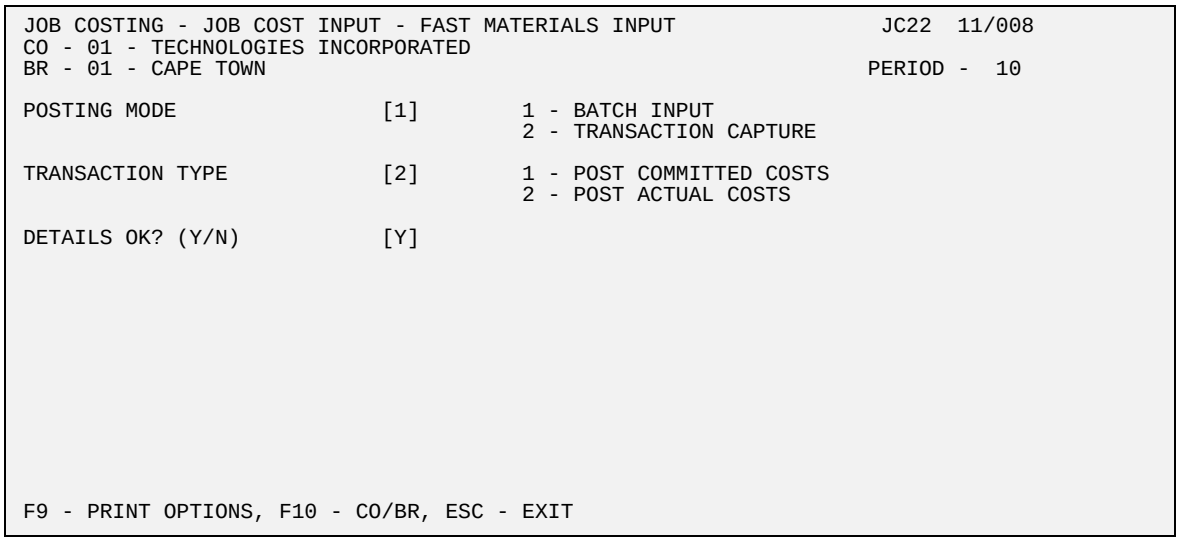
It differs from program **JC10 - Job Cost Input** in that the materials input is faster with fewer fields to enter.

The following pages will describe in detail what is required at each level of entry for the different transaction types.

Enter JC22 to select the program.

The Report Destination, Company/Branch combination and Report date may be optionally selected. Please see the GETTING STARTED section at the beginning of this user guide.

Level 1



POSTING MODE : [1] This indicates that a number of transactions will be batched and that the quantity and costs entered will be balanced against hash totals before update can take place.
[2] This indicate that transactions will be posted as they are completed.

TRANSACTION TYPE : [1] Committed costs
The capture of transaction type will update committed costs.
[2] Actual costs. All transactions captured under this type will update actual costs and in addition subtract from committed costs if the option is set in program **JC00 - System Record Maintenance**.

DETAILS OK? : Y/N
Accept the details or make the required amendments and continue to the next level.

Level 2

```
JOB COSTING - JOB COST INPUT - FAST MATERIALS INPUT                JC22  11/008
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                               PERIOD -  10

BATCH           1                BATCH HEADER - NOT ON FILE

REFERENCE      [1       ]
                                          COMPUTED        VARIANCE
BATCH QUANTITY [      200.00 ]              0.00          200.00
      COST     [     2165.0000 ]            0.0000       2165.0000

DETAILS OK?    [Y]









F3 - POST, F10 - NEXT BATCH, ESC - EXIT
```

BATCH : 6 digits
A scan is available on all unposted batches indicating their status. Select the batch required for correction or enter the next batch number.

REFERENCE : 8 Characters
The batch number entered above is inserted as a default but this may be altered to any user defined reference.
If capturing actual costs and quantities, this reference will appear on the transaction in the Inventory System.

BATCH QUANTITY : 9.2 digits
Enter the total transaction quantity of this batch.

COST : 9.4 digits
Enter the total cost for this batch.

DETAILS OK? : Y/N
Accept the details or make the required amendments and continue to the next level.

The computed or variance fields are not available for entry but are calculated by the system.

Level 3

```
JOB COSTING - JOB COST INPUT - FAST MATERIALS INPUT                JC22  11/008
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                               PERIOD -  10
BATCH 1       LINE 1         NOT ON FILE
JOB               [FL1 ]     FIRST FLOOR PRIVATE BATHROOMS
OPERATION         [INST]     INSTALLATION
TRANSACTION TYPE  [1]        INVENTORY  CLASS: MATERIAL USAGE
CATEGORY          [7000]     MATERIAL COSTS - INSTALLATIONS
WORK CENTRE PERIOD DOC. DATE REFERENCE DIVERSION    (FREE)      (TOTAL)
              10   92/02/27  1                        25          0.0000
PRODUCT          BIN  UOM    QTY REQD     QTY ISS   QTY OUTST   UNIT PRICE   OK?
001-1WB/WIT 46                  16.00        0.00       12.00-      0.0000
EXISTING OP   SCAN
OP      DESCRIPTION                    TRANS CATG/PROD/EMP  ACTIVE
INST<-->INSTALLATION                   1     001-1WB/WIT 46      Y
INST    INSTALLATION                   1     006S-20-WIT 46      Y
INST    INSTALLATION                   1     068ADJ/WIT 46       Y
INST    INSTALLATION                   1     106AQ-15            Y
INST    INSTALLATION                   1     128-15B             Y
INST    INSTALLATION                   1     147CA               Y
INST    INSTALLATION                   1     401                 Y
INST    INSTALLATION                   1     414CA               Y
WHITE CASCADE HANDSHOWER SPIRA
F1 - SCAN FILE, F4 - REVIEW, F5 - TOGGLE, F10 - BATCH, ESC - EXIT
```

Enter the following fields;

LINE : 5 digits
Each new batch will start at line number one, and this will be incremented after each transaction.

JOB : 4 characters
Enter the job number or scan the job numbers for the required job. The **[F5]** key provides a toggle between job and project sequence. Once a job number has been entered or accepted the description is displayed.

OPERATION : 4 characters
This will only be requested if the specific job entered has associated operations.
Enter the operation number or scan the operations required for the required one. Once an operation has been entered or accepted the description is displayed.

TRANSACTION TYPE : 1 digit
Only transaction types associated with this specific job/operation as set up in program **JC30 - Job/Operation Maintenance** may be entered.

CATEGORY : 4 characters
Only categories associated with the specific job/operation/transaction type combination as set up in program **JC30 - Job/Operation Maintenance** may be entered. A scan will only display those categories linked to this particular combination.

Level 5 (for transaction types **"MATERIAL USAGE"** and **"OTHER"**)

PRODUCT : If the transaction type entered was "material usage" the inventory items as entered on the template in program **JC20 - Job Template Input** will be displayed. The **[F5]** key may be used to toggle in the following sequences; branch stock number sequence, internal code sequence and existing operation sequence.
Lines may be added or deleted as required.
If this item has been superseded and it is a 'date type' supersession and that date has been reached, and you have not specified an automatic action to be taken in program **IV00 - System Record Maintenance**, you will now have to select the appropriate option. Depending on the IV00 option, a supervisor password may be required. If the supersession is a 'zero quantity' type, action will only be taken after you have entered the quantity. Please refer to Appendix A3 for more information.
Where appropriate, serial number entry will be required.

QTY ISS : 7.2 digits
Enter the quantity of this item issued to this job/operation.

UNIT PRICE : 7.4 digits
This value is read from the Inventory File according to the default unit of cost as specified in program **JC33 - Transaction Type Maintenance** for Inventory Type transactions. It may be altered.

TOTAL UNIT PRICE : 9.4 digits
This field is calculated and is not available for entry. The calculation is Quantity issued * Unit price.

ISSUE TO : 6 characters
The default is the vendor code held on the stock masterfile, but may be altered. This field is not validated. It is written to the stock transaction file and may be viewed in program IV50.

When all material requirements have been captured use the up arrow to enter another category or transaction type or press **[F3]** to proceed to the next level.

Level 5 (for transaction type **"LABOUR"**)

```
JOB COSTING - JOB/OPERATION MAINTENANCE                          JC30  11/019
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                            PERIOD -  10

JOB       J104              CONSTRUCTION PROJECT INTER-CIT
OP        0040              LAYING FOUNDATIONS
TRANS    [2] LABOUR         CLASS: LABOUR
CATG     [    ]             SUNDRY JOB COST CATEGORY



<------ESTIMATED (PLANNED COSTS)------>     <--------CALCULATED COSTS--------->

SET TIME [      2.00 ]   HOUR
    RATE [     25.0000 ]        50.0000
RUN TIME [     30.00 ]                      LABOUR     TOTAL          535.0000
    RATE [     15.0000 ]       450.0000
OVERHEAD                [       35.0000 ]  CALCULATED OP   OHD          0.0000
                         ---------------
TOTAL                          535.0000     JOB  TOTAL                687.2500
SUGGESTED SALES         [      615.25 ]
EXPECTED PROFIT %       [15.0000  ]

F2 - OP   DETAILS, F3 - UPDATE, F5 - TOGGLE, F10 - OP   SCAN
```

EMPLOYEE # **:** If the transaction type entered was "labour" the employees as entered on the template in program **JC20 - Job Template Input** will be displayed. The **[F5]** key may be used to toggle in the following sequences; employee number sequence or existing operation sequence. Lines may be added or deleted as required.

WP CODE : 4 characters
Accept the default code or enter the required one. The labour rate will be read from this code and used as a default.

WORK CENTRE : 8 characters.
If the specific job/operation is linked to a work centre, this code will be filled in as the default but may be altered. Job/operation combinations not linked to a specific work centre may still be allocated to a valid work centre at this stage.
This code may be left blank.

PERIOD : 2 digits
The current period is the default, but may be changed. This refers to the period in which the cost was incurred.

DOC. DATE : DD/MM/CCYY
The current date is the default but may be changed.

REFERENCE : 8 characters.
The reference is duplicated from the previous screen but may be altered.

DIVERSION : 4 characters.
Scan for a diversion code as entered in program **JC32 - Cost Category Maintenance** or enter one if the costs of this specific transaction should not be posted to the job entered. Press **[Enter]** if a diversion code does not apply.

HOURS BOOKED : 7.4 digits
This represents the number of units pertaining to this labour transaction.

TYPE : R/S
Type [R] refers to normal run time units of labour
Type [S] refers to set-up units of labour.

RATE : 7.4 digits
This is the Rand value rate per labour unit as set up in program **JC30 - Job/Operation Maintenance**. It defaults to that rate but may be altered.

TOTAL COST : This field is not available for entry. It is a calculated field using the two values entered above.
This entry will display 'COMMITTED' or 'ACTUAL' depending on the transaction type selected on the batch header.

FOR ALL 'OTHER' TRANSACTION TYPES THE FOLLOWING ENTRIES APPLY

(See Level 4 (a) for labour type transactions).

Level 4

QTY : 7.4 digits
This quantity refers to usage, for example 5 kg of a specific product.
The unit of measure as set up in program **JC30 - Job/Operation Maintenance** is displayed.

If the system warns that there is not sufficient physical quantity on file for this transaction, this may be overridden by entering [0].

RATE : 7.4 digits
This is the Rand value rate per unit of measure as set up in program **JC30 - Job/Operation Maintenance**. It defaults to that rate but may be altered.

TOTAL COST : 9.4 digits
This field is not available for entry. It is a calculated field using the two values entered above.
This entry will display 'COMMITTED' or 'ACTUAL' depending on the transaction type selected on the batch header.

Press **[F3]** to post the batch. A balanced batch will be posted immediately updating all the relevant files. The system will not allow the posting of an unbalanced batch.

CORRECTING DATA

If the batch is out of balance the system will display for the batch quantity and cost, the batch total, total amount entered, the computed values and the difference.

To correct an imbalance situation either input the correct batch total, or review the entries and correct the data as required.

For extreme circumstances the selection of **[F8]** will cancel the batch and return to the header screen, or terminate the program with the **[Esc]** option.

BATCH COMPLETED

When the balanced batch is complete - press **[F3]**, the files are updated.

The program will then prompt for further batches to be entered. End the program by pressing **[F10]** to return to the previous menu.

4 MAINTENANCE MODULE

4.1 THE MAINTENANCE MODULE MENU

This module consists of the following programs;

JC30 - JOB/OPERATION MAINTENANCE

JC31 - ALTERNATE FILE MAINTENANCE

JC32 - COST CATEGORY MAINTENANCE

JC33 - TRANSACTION TYPE MAINTENANCE

JC35 - WORK CENTRE MAINTENANCE

The Job/Operation Maintenance program is a multi-purpose program which is used for adding and amending jobs and their associated operations.

The Cost Category Maintenance program is used for adding, amending and deleting cost category codes and may be used .

Transaction types (up to 9) may be user-defined. This program provides both long and short descriptions for each transaction type as well as its class and other attributes used for interfacing to other modules.

Standard data for each work centre may be captured using the work centre maintenance program.

Enter JC3 to display the Maintenance Module.

4.2 JOB/OPERATION MAINTENANCE - JC30

The Job/Operation Maintenance program is a multi-purpose program which is used for adding and amending jobs and their associated operations.

Enter JC30 to select the program.

The Report Destination, Company/Branch combination and Report date may be optionally selected. Please see the GETTING STARTED section at the beginning of this user guide.

Level 1

ALTERNATE SEQUENCE CODE : 4 characters
Scan for or enter the required alternate sequence. These sequences are entered in program **JC31 - Alternate File Maintenance**. If no alternate sequence codes have been set up, records will be displayed in the default sequence which is Company/Branch and Job number. Even if you have set up alternate sequences, you may still select the default sequence by entering a blank code

Level 2

JOB : 4 Characters

There are two options available at this point;

- enter new jobs
- update existing job details

If amending an existing job, a scan is available. The **[F5]** key will toggle the scan between a job or project sequence. The **[F1]** key will scan the file in whatever sequence is in operation due to the toggle.

The options will be described in further detail in the next sections.

The status line shows the scanning options available.

4.2.1 ADDING NEW JOBS/OPERATIONS

Enter data into the following job masterfile fields;

Level 1

JOB : 4 characters/digits depending on the definition in program **JC00 - System Record Maintenance**.

End each input by pressing **[Enter]** or by filling the field with data. If an error is made, use the arrow keys to move back to the field and re-enter the data. Use the backspace key if an incorrect character or digit is entered.

Not all the fields displayed on the screen are mandatory. Enter data only into those fields that are applicable. Press [F3] at any point in the data entry to end data input and update the file.

Level 2

DESCRIPTION : 30 characters

PROJECT : 4 characters/digits depending on the definition in program **JC00 - System Record Maintenance**. A scan of project codes is available as an aid.
If a code is entered which has not been created using program **SU31 - Descriptions File Maintenance** type JP then this code will be rejected for entry.

CUSTOMERS CO/BR : 2 digits/2 digits
Enter the specific company and branch against which customer numbers are to be validated or use the scan facility.

```
JOB COSTING - JOB/OPERATION MAINTENANCE                          JC30  11/003
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                            PERIOD -  10

JOB  HEADER DETAILS
JOB                    FL1
DESCRIPTION           [FIRST FLOOR PRIVATE BATHROOMS ]
PROJECT               [HOT1]     RAILWAY HOTEL - PRIVATE BATHS
CUSTOMERS CO/BR       [01/01]
CUSTOMER #            [9004  ]   HOTELS INCORPORATED
CUSTOMER ORDER #      [                ]
STATUS                [6]        IN PRODUCTION
START DATE            [92/02/27]
END DATE              [92/03/27]
CATG ANALYSIS LEVEL   [1]        1 - JOB /OP     2 - JOB    3 - BRANCH
SPECIFY OPERATIONS     Y
ESTIMATING LEVEL       3         0 - NONE  1 - JOB   2 - TRANS  3 - ITEM
EXP PROFIT LEVEL      [2]        1 - JOB         2 - OP
REFERENCE             [         ]
REFERENCE QTY         [      0.00 ]
DETAILS OK? (Y/N)     [Y]



F3 - UPDATE, F10 - JOB , ESC - EXIT
```

CUSTOMER #: : 6 characters.
This number will be validated against the customer masterfile if validation has been selected in program **JC00 - System Record Maintenance**.

CUSTOMER ORDER # : 15 Characters
Enter a customer order number if required.

STATUS : 1 character
Enter a valid status code as defined in program **SU31 - Descriptions File Maintenance**, type 'JS', or leave this field blank. You can use the scan facility

START DATE : DD/MM/CCYY
The format of the date will be as specified in program **SU30 - Installation Maintenance**.

END DATE : DD/MM/CCYY
The format of the date will be as specified in program **SU30 - Installation Maintenance**.
Entry of these two dates will only be requested if this option has been selected in program **JC00 - System Record Maintenance**.

CATG ANALYSIS LEVEL : [1] Costs for this job will be analysed in detail by job and operation.
[2] Costs analysed at job level.
[3] Costs analysed at branch level.

SPECIFY OPERATIONS : Y/N.
If a job consists of one or more than one operations, [Y] should be entered in this field.

ESTIMATING LEVEL : [0] none.
If no estimating is to be done, no screens will be presented for entry of estimated costs.
[1] at job level.
If this option is selected, level 6 will be presented for entry of estimates.
[2] at transaction level.
If this option is selected, estimates may be entered at transaction level within operation, for instance labour and material costs may be estimated separately.
[3] at item level.
The selection of this option will allow estimates to be made at employee and employee code level as well at product or costing code level.
Options [2] and [3] will only be present if *Operations* were specified.
Once entered, these options cannot be changed.

EXP PROFIT LEVEL : Enter the level at which profits are to be monitored.
[1] at job level.
[2] at operation level (only appears if operations have been specified)

REFERENCE : 8 digits
Memorandum fields

REFERENCE QTY : 7.2 digits
Memorandum fields

DETAILS OK? : Y/N
Accept the details entered to proceed to the next screen, or amend any incorrect details.

If your cursor is positioned on this screen and you have specified a default form for program **JC30 - Job/Operation Maintenance** in **PO00 - System Record Maintenance**, you will be able to press **[F9]** and print a job card according to specifications set up in program **SU35 - Customised Form Maintenance**.

FORM TYPE : JCxx
This form is set up in program **SU35 - Customised Form Maintenance** form type JC.

TEST PRINT? : Y/N.
Enter [Y] if a test print is required. This is normally the case where the correct line up of a pre-printed form is essential.

REPORT SEQUENCE : [1] by project.
[2] by job.

PROCEED WITH PRINT? : Y/N
Accept the information or alter any incorrect entries.

Press **[F10]** to return to the form selection screen. The **[Esc]** key will end the program.

Level 3

If on level 2 the you indicated that the job consists of more than one operation a further screen will now be presented for entry.

```
JOB COSTING - JOB/OPERATION MAINTENANCE                          JC30  11/019
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                            PERIOD -  10

OP   HEADER DETAILS

JOB                          J104 CONSTRUCTION PROJECT INTER-CIT
OPERATION                    0040
DESCRIPTION                 [LAYING FOUNDATIONS            ]
WORK CENTRE                 [WC 300X1] LABOUR ALLOCATION
START DATE                  [89/05/20]
END DATE                    [90/05/31]
SCHEDULED? (Y/N)            [Y]
ACTIVE? (Y/N)               [Y]
STATUS                      [1] PROPOSING/QUOTING
PRO-RATA PERCENTAGE         [ 15.00 ]
DETAILS OK? (Y/N)           [Y]




F3 - UPDATE, F10 - OP  , ESC - EXIT
```

OPERATION : 4 characters/digits depending on the definition in program **JC00 - System Record Maintenance**. This field's name i.e. operation will be taken from the description of the of the operation default as set up in program **JC00 - System Record Maintenance**.

DESCRIPTION : 30 characters
Enter a meaningful description for this operation.

WORK CENTRE : 8 characters
A scan is available as an aid but this field may be left blank.

START DATE : DD/MM/CCYY

END DATE : DD/MM/CCYY
Entry of these two dates will only be requested if this option has been selected in program **JC00 - System Record Maintenance**.

SCHEDULED? (Y/N) : Y/N
This field is for memorandum purposes only.

ACTIVE? (Y/N) : Y/N
This field is for memorandum purposes only.

STATUS : 1 character.
A scan on this field is available.

PRO-RATA PERCENTAGE : 3.2 digits.
Please see Appendix A at the back of this User Guide for more information.

```
JOB COSTING - JOB/OPERATION MAINTENANCE                          JC30  11/003
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                            PERIOD -  10

JOB /OP  FL1 /INST  FIRST FLOOR PRIVATE BATHROOM/INSTALLATION
TRANS    [1]
CATG     [    ]             SUNDRY JOB COST CATEGORY

PRODUCT  [               ]


TRANS SCAN
TRANS     DESCRIPTION            CLASS
0001 <--> INVENTORY              MATERIAL USAGE
0002      LABOUR                 LABOUR
0003      CALCD. OHD             CALCULATED OHD
0004      OTHER                  OTHER
0005      LAB NOT WP             LABOUR
0006      NOT USED               NOT USED
0007      NOT USED               NOT USED
0008      NOT USED               NOT USED
0009      NOT USED               NOT USED

F1 - FWD, F2 - OP   DETAILS,  F3 - END OP  , F5 - TOGGLE, F10 - PREV
```

Level 4

TRANS : 1 digit.
The transaction types are displayed on the screen. The appropriate one for this operation should be selected.

CATG : 4 digits.
This refers to the cost categories set up in program **JC32 - Cost Category Maintenance**. Scan the cost categories or enter the required one.

PRODUCT : If the transaction type entered was "material usage" and if it was indicated in program **JC33 - Transaction Type Maintenance** that an interface to the Inventory Module is required, the operator will have to enter a valid product in this position.
If this item has been superseded and it is a 'date type' supersession and that date has been reached, and you have not specified an automatic action to be taken in program **IV00 - System Record Maintenance**, you will now have to select the appropriate option. Depending on the IV00 option, a supervisor password may be required. If the supersession is a 'zero quantity' type, action will only be taken after you have entered the quantity. Please refer to Appendix A3 for more information.

SALESMAN : 4 Characters
Enter or scan for a sales person. This may be left blank.

PRODUCT GROUP : 4 Characters
Enter or scan for a product group. This may be left blank.

EMPLOYEE #: If the transaction type entered was "labour" and if it was indicated in program **JC33 - Transaction Type Maintenance** that an interface to the Wages module is required, the operator will have to enter a valid employee number in this position.

Press **[F3]** to accept the entry and display the next screen.

SCAN FACILITIES ON ENTERING JOB/OPERATIONS AT LEVEL 5

When capturing data at this level, the system allows the following scan facilities while entering estimates;

By using the **[F5]** key the lower right hand quarter of the screen may display different information;

SCREEN 1

The following information, relating to the operation details, is displayed;

Estimated, Actual and Billed Sales.

Estimated, Committed, Actual and Billed costs.

```
JOB COSTING - JOB/OPERATION MAINTENANCE                              JC30  11/003
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                                PERIOD -  10

JOB /OP  FL1 /INST  FIRST FLOOR PRIVATE BATHROOM/INSTALLATION
TRANS    [1] INVENTORY       CLASS: SET CLASS-JC33
CATG     [7000]              MATERIAL COSTS - INSTALLATIONS

PRODUCT  [001-1WB/WIT 46 ]   WHITE CASCADE HANDSHOWER SPIRA

SALESMAN         [    ]
PRODUCT GROUP    [    ]

<------ESTIMATED (PLANNED COSTS)------>     <--------OP   DETAIL COSTS-------->
QUANTITY [16.00      ]   EACH               ESTIMATED SALES           320.0000
UNITCOST [     20.0000 ]       320.0000     ACTUAL SALES                0.0000
OVERHEAD               [        0.0000 ]   BILLED SALES                0.0000
                        ---------------
TOTAL                         320.0000     ESTIMATED COSTS           320.0000
SUGGESTED SALES         [     320.00 ]     COMMITTED COSTS           378.0700-
EXPECTED PROFIT %       [  0.0000 ]        ACTUAL COSTS              560.0000
                                           BILLED COSTS                0.0000


F2 - OP   DETAILS, F3 - UPDATE, F5 - TOGGLE, F8 - DELETE, F10 - OP   SCAN
```

SCREEN 2

The following information, relating to the job as a whole, is displayed;

Estimated material usage, Labour costs, Computed overheads and Other.

```
JOB COSTING - JOB/OPERATION MAINTENANCE                              JC30  11/003
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                                PERIOD -  10

JOB /OP  FL1 /INST  FIRST FLOOR PRIVATE BATHROOM/INSTALLATION
TRANS    [1] INVENTORY       CLASS: SET CLASS-JC33
CATG     [7000]              MATERIAL COSTS - INSTALLATIONS

PRODUCT  [001-1WB/WIT 46 ]   WHITE CASCADE HANDSHOWER SPIRA

SALESMAN         [    ]
PRODUCT GROUP    [    ]

                                          <-----JOB  EST COSTS SUMMARY------>
<------ESTIMATED (PLANNED COSTS)------>
QUANTITY [16.00      ]   EACH             MATERIAL USAGE          11773.5296
UNITCOST [     20.0000 ]       320.0000   LABOUR                   1440.0000
OVERHEAD               [        0.0000 ]  COMPUTED O/HDS              0.0000
                        ---------------   OTHER                      0.0000
TOTAL                         320.0000                          ---------------
SUGGESTED SALES         [     320.00 ]     TOTAL                   13213.5296
EXPECTED PROFIT %       [  0.0000 ]


F2 - OP   DETAILS, F3 - UPDATE, F5 - TOGGLE, F8 - DELETE, F10 - OP   SCAN
```

SCREEN 3

The following information, relating to the job as a whole, is displayed;

Estimated and Actual costs for all nine possible transaction types.

```
JOB COSTING - JOB/OPERATION MAINTENANCE                              JC30  11/003
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                                PERIOD -  10

JOB /OP  FL1 /INST  FIRST FLOOR PRIVATE BATHROOM/INSTALLATION
TRANS    [1] INVENTORY       CLASS: SET CLASS-JC33
CATG     [7000]              MATERIAL COSTS - INSTALLATIONS

PRODUCT  [001-1WB/WIT 46 ]   WHITE CASCADE HANDSHOWER SPIRA

SALESMAN         [    ]
PRODUCT GROUP    [    ]

                                          <--------JOB  COSTS DETAIL-------->
<------ESTIMATED (PLANNED COSTS)------>              ESTIMATED         ACTUAL
QUANTITY [16.00      ]   EACH            INV      11773.5296       560.0000
UNITCOST [     20.0000 ]       320.0000  LAB.     1440.0000       120.0000
OVERHEAD               [        0.0000 ] C/OH         0.0000         4.8000
                        ---------------  OTH.        0.0000         0.0000
TOTAL                       320.0000     LAB          0.0000         0.0000
SUGGESTED SALES         [      320.00 ]  ****         0.0000         0.0000
EXPECTED PROFIT %       [  0.0000 ]      ****         0.0000         0.0000
                                         ****         0.0000         0.0000
                                         ****         0.0000         0.0000
                                        TOTAL     13213.5296       684.8000
F2 - OP   DETAILS, F3 - UPDATE, F5 - TOGGLE, F8 - DELETE, F10 - OP   SCAN
```

Level 5 (for transaction types **"INVENTORY"** and **"OTHER"**)

ESTIMATED (PLANNED COSTS)

QUANTITY : 9.4 digits
The number of units to be used by this operation to produce one job item. If this is an item where square metres are used as specified in **IV30 - Company Inventory Maintenance**, then a small window will be presented, requiring you to enter the Unit Quantity, Length and Width and the system will do the required calculations.

UNIT COST : 9.4 digits
This comes from the specific stock item as set up in program **JC33 - Transaction Type Maintenance**.
A calculated cost field is displayed but not available for entry.

OVERHEAD : 9.4 digits
This represents a contingency overhead to be added to the costs of the specific operation.

TOTAL : 9.4 digits
This is a calculated field displaying the total estimated cost for the operation.

```
JOB COSTING - JOB/OPERATION MAINTENANCE                          JC30  11/003
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                            PERIOD -  10

JOB /OP  FL1 /INST  FIRST FLOOR PRIVATE BATHROOM/INSTALLATION
TRANS    [1] INVENTORY       CLASS: SET CLASS-JC33
CATG     [7000]              MATERIAL COSTS - INSTALLATIONS

PRODUCT  [001-1WB/WIT 46 ]   WHITE CASCADE HANDSHOWER SPIRA


SALESMAN         [    ]
PRODUCT GROUP    [    ]

<------ESTIMATED (PLANNED COSTS)------>     <--------CALCULATED COSTS--------->
QUANTITY [16.00      ]   EACH
UNITCOST [     20.0000 ]       320.0000
OVERHEAD               [        0.0000 ]   INVENTORY  TOTAL        11773.5296
                        ---------------
TOTAL                         320.0000     CALCULATED OP   OHD         0.0000
SUGGESTED SALES         [     320.00 ]
EXPECTED PROFIT %       [  0.0000 ]         JOB  TOTAL               13213.5296



F2 - OP   DETAILS, F3 - UPDATE, F5 - TOGGLE, F8 - DELETE, F10 - OP   SCAN
```

CALCULATED COSTS

INVENTORY TOTAL : 9.4 digits.
This is a calculated field and displays the estimated inventory or other cost

CALCULATED OP OHD : 9.4 digits
This is a total of the overheads as calculated by the system according to the parameters set up in program **JC35 - Work Centre Maintenance**.

JOB TOTAL : 9.4 digits.
This is a calculated field an represents the total of the two fields above.

The following two fields are linked to each other. A change in one will cause a corresponding change in the other.

SUGGESTED SALES : 9.4 digits
The total value of the planned sales.

EXPECTED PROFIT % : 3.4 digits.
If an expected profit percentage is entered here, the Suggested Sales above will change accordingly

Press **[F3]** to update the record. The next screen will show the accumulated totals for all the operations relating to the current job.

After all details for all operations have been completed press **[F3]** on the level 3 screen and the level 6 screen will be displayed.

Level 5 (for transaction type **"LABOUR"**)

```
JOB COSTING - JOB/OPERATION MAINTENANCE                          JC30  11/019
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                            PERIOD -  10

JOB       J104              CONSTRUCTION PROJECT INTER-CIT
OP        0040              LAYING FOUNDATIONS
TRANS    [2] LABOUR         CLASS: LABOUR
CATG     [    ]             SUNDRY JOB COST CATEGORY


SALESMAN         [    ]
PRODUCT GROUP    [    ]

<------ESTIMATED (PLANNED COSTS)------>     <--------CALCULATED COSTS--------->

SET TIME [      2.00 ]   HOUR
    RATE [     25.0000 ]        50.0000
RUN TIME [     30.00 ]                      LABOUR     TOTAL          535.0000
    RATE [     15.0000 ]       450.0000
OVERHEAD                [       35.0000 ]   CALCULATED OP   OHD         0.0000
                         ---------------
TOTAL                           535.0000     JOB  TOTAL                687.2500
SUGGESTED SALES          [      615.25 ]
EXPECTED PROFIT %        [15.0000  ]

F2 - OP   DETAILS, F3 - UPDATE, F5 - TOGGLE, F10 - OP   SCAN
```

ESTIMATED (PLANNED COSTS)

SET TIME : 9.4 digits.
Enter the number of time units required to set up this job/operation combination.

SET RATE : 9.4 digits
This rate is duplicated from the cost category or WP code specified previously.

A calculated set-up cost field is displayed but not available for entry.

RUN TIME : 9.4 digits.
Enter the number of time units required to set up this job/operation combination.

RUN TIME RATE : 9.4 digits
This rate is duplicated from the cost category or WP code specified previously.

OVERHEAD : 9.4 digits
This represents a contingency overhead to be added to the costs of the specific operation.

TOTAL : 9.4 digits.
This is a calculated field and is not available for entry.

The formula is setup time x rate + run time x rate + overhead cost.

CALCULATED COSTS

LABOUR TOTAL : 9.4 digits.
This is a calculated field and displays the total estimated labour cost.

CALCULATED OP OHD : 9.4 digits
This is a total of the overheads as calculated by the system according to the parameters set up in program **JC35 - Work Centre Maintenance**.

JOB TOTAL : 9.4 digits.
This is a calculated field an represents the total of the two fields above.

The following two fields are relative to each other. A change in one will cause a corresponding change in the other.

SUGGESTED SALES : 9.4 digits
The total value of the planned sales.

EXPECTED PROFIT % : 3.4 digits.
If an expected profit percentage is entered here, the Suggested Sales above will change accordingly.

Press **[F3]** to update the record. The next screen will show the accumulated totals for all the operations relating to the current job.

After all details for all operations have been completed press **[F3]** on the Level 3 screen and the Level 6 screen will be displayed.

Level 6

```
JOB COSTING - JOB/OPERATION MAINTENANCE                              JC30  11/003
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                                 PERIOD -  10

JOB  FL1  FIRST FLOOR PRIVATE BATHROOMS    5.13 % OF ESTIMATE
                                    ACTUAL                      ESTIMATED COST
                    ESTIMATE      CUMULATIVE        VARIANCE      TO COMPLETE
INVENTORY       11773.5296        560.0000      11213.5296       11213.5296
LABOUR           1579.0000        120.0000       1459.0000        1459.0000
CALCD. OHD          0.0000          4.8000          4.8000-          0.0000
OTHER               0.0000          0.0000          0.0000           0.0000
LAB NOT WP          0.0000          0.0000          0.0000           0.0000
NOT USED            0.0000          0.0000          0.0000           0.0000
NOT USED            0.0000          0.0000          0.0000           0.0000
NOT USED            0.0000          0.0000          0.0000           0.0000
NOT USED            0.0000          0.0000          0.0000           0.0000
            --------------- --------------- ---------------  ---------------
TOTAL           13352.5296        684.8000      12667.7296       12672.5296

QUOTE                 13352.53
EXPECTED PROFIT           0.00          BILLED COST             0.0000
EXPECTED PROFIT %    0.0000             BILLED SALES            0.0000

F3 - UPDATE, F7 - STD, F10 - PREV.SCREEN, ESC - EXIT
```

This screen displays the following information;

ESTIMATE : 9.4 digits.
This represents the total cost estimate for all operations for a single job. It is broken down in the 9 transaction types.

ACTUAL CUMULATIVE : 9.4 digits.
This represents costs incurred to date. The **[F7]** key will toggle the display between actual and standard costs.

VARIANCE : 9.4 digits.
The variance is a calculated figure representing the difference between the two previous fields.

ESTIMATED COST TO COMPLETE : 9.4 digits.
This is a calculated field representing the estimated costs to complete the job.

QUOTE : 9.4 digits.
This represents the total of all the 'Suggested Selling Price' fields held on the individual operations relating to this job.

EXPECTED PROFIT : 9.4 digits.
This field represents the difference between the total value of the estimate and the value quoted.

EXPECTED PROFIT % : 3.4 digits.
This field is calculated using the estimated cost and selling values.

BILLED COSTS : 9.4 digits

BILLED SALES : 9.4 digits
The above two fields are updated by the system and are not available for entry.

Press **[F3]** to end entry for the operation.

4.2.2 UPDATING EXISTING JOBS/ENQUIRIES

Updating/amending job/operation combinations operates exactly as the adding facility. The only major difference is in the scanning facility. See the table below.

SCANNING FEATURES	
In all cases below the **[F5]** key will toggle between different scanning sequences and **[F1]** will scan in whichever scanning sequence is in effect at that stage.	
Operation	Press **[F5]** to toggle the scan sequence between the existing operations and those held on the description file if specified in JC00 - System Record Maintenance.
Transaction type	Press **[F5]** to toggle between existing transaction types for this job/operation and available transaction types as entered on program JC33 - Transaction Type Maintenance.
Cost category	Press **[F5]** to toggle between existing categories for this job/operation and available cost categories as entered on program JC32 - Cost Category Maintenance.
Product	Press **[F5]** to toggle between products held on the branch masterfile, in either product or internal sequence, and existing products relating to this job/operation.
Employee	Press **[F5]** to toggle between employees held on the employee masterfile and existing employees relating to this job/operation.
WP Code	Press **[F5]** to toggle between available WP codes as entered on WP31 and existing WP codes relating to this job/operation.

Enter the job number or use the scanning facility and the job file is displayed.

The cursor is on the **"Details OK?"** field. Enter [N] or use the arrow keys to move the cursor to the fields to be updated. Complete data entry into a field by pressing **[Enter]** or filling the field with data. The cursor will then move to the next field. The field size is indicated by the space between the square brackets.

Press **[F10]** to ignore the changes made and return to the job number field.

To update the record after making changes, press **[F3]**.

Press [F3] at any point in the update process without having to move right down the screen to the last field.

The record is updated and the program returns to the job number field for input of the next job number.

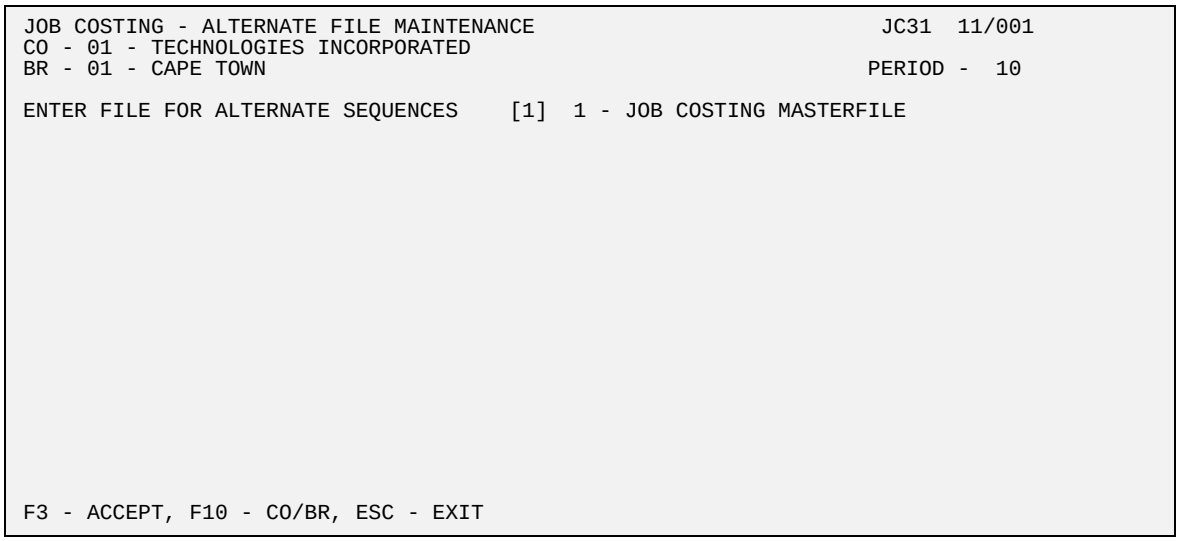
Pressing **[Esc]** will abandon the program and return to the Maintenance Module menu.

If, instead of pressing **[F3]**, [Y] is entered into the **"Details OK?"** field, the various operations are presented for alteration.

4.3 ALTERNATE FILE MAINTENANCE - JC31

This program is used to create user-defined keys. This will allow you to print certain reports in a sequence you require.

Enter JC31 to select the program.



Level 1

ENTER FILE FOR ALTERNATE SEQUENCES : 1 character
At present there is only one choice - the JC Masterfile.

ALTERNATE SEQUENCE CODE : 4 characters
Enter a code which will identify the sequence for you.

Level 2

```
JOB COSTING - ALTERNATE FILE MAINTENANCE                          JC31  11/001
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                    JOB COSTING MASTERFILE

ALTERNATE SEQUENCE    ALT1

DESCRIPTION          [ALTERNATE SEQUENCE BY CUST ACC]

HIERARCHY OF OPTIONS FOR ALTERNATE SEQUENCE :

HIGH  PART 1         [ 1]    01 COMPANY              11 COMPLETION DATE
      PART 2         [ 2]    02 BRANCH               12 STATUS
      PART 3         [ 7]    03 JOB                  13 CATEGORY LEVEL
      PART 4         [ 3]    04 PROJECT              14 PROFIT LEVEL
      PART 5         [ 0]    05 CUSTOMER COMPANY     15 ESTIMATING LEVEL
      PART 6         [00]    06 CUSTOMER BRANCH      16 TEMPLATE/POSTED
      PART 7         [00]    07 CUSTOMER ACCOUNT #   17 REFERENCE
LOW   PART 8         [00]    08 DESCRIPTION          18 USER DEFINED 1
                             09 OPERATIONS USED      19 USER DEFINED 2
                             10 COMMENCEMENT DATE    20 USER DEFINED 3
ALL TRANSACTIONS?    [Y]
DETAILS OK? (Y/N)    [Y]

F3 - UPDATE, F5 - TOGGLE OPTS, F8 - DELETE, F10 - CODES, ESC - EXIT
```

DESCRIPTION : 30 characters
Enter a description that will adequately describe the sequence you are defining.

HIERARCHY OF OPTIONS FOR ALTERNATE SEQUENCE PART 1 TO 8 : 2 digits

EXAMPLE

These 8 fields constitute the possible components of the alternate key.

Enter the number associated with the component in each of the fields. For example, if an alternate key is to consist of the following 4 components (Company, Branch, Customer # and Product Code in Figure 4-8) the entries will be as follows :

Part 1 : 01

Part 2 : 02

Part 3 : 07

Part 4 : 21

Where Part 1 is the highest level of sequencing and Part 4 the lowest level (or least important sequence).

If required, all or none of the components may be user-defined.

The maximum length of the alternate key is 34 characters.

If **[F8]** is pressed here, **all transactions** allocated to this code, as well as the code (set up) will be deleted.

ALL TRANSACTIONS? : Y/N.
[Y] If alternate sequence applies to all transactions, for example all Company/Branch.

Accept the entries to proceed to the next level.

Level 3

This level defines the start positions and lengths of the components of the alternate key as defined at Level 1. Each of these components may be optionally validated against a pre-defined description type set up in the Description File.

ALTERNATE KEY SET UP

```
JOB COSTING - ALTERNATE FILE MAINTENANCE                          JC31  11/001
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                  JOB COSTING MASTERFILE

ALTERNATE SEQUENCE ALT1     ALTERNATE SEQUENCE BY CUST ACC

ALTERNATE KEY SET UP :

                    START POSITION    LENGTH  DESCRIPTION TYPE  ALPHA/NUM

COMPANY                   [01]         [02]         [  ]              [N]
BRANCH                    [03]         [02]         [  ]              [N]
CUSTOMER ACCOUNT #        [05]         [06]         [  ]              [A]
JOB                       [11]         [04]         [  ]              [A]









F3 - UPDATE, F10 - OPTIONS, ESC - EXIT
```

START POSITION : 2 digits
Mandatory for as many components as defined at the previous level. Indicates the start position of each of the components of the code.

LENGTH : 2 digits
Mandatory if a start position has been entered. Indicates the length of the component and may not exceed 30 characters The sum of all the components including any blanks may not exceed 30 characters.

DESCRIPTION TYPE : 2 characters
Optional if a description is to be attached to the component enter the description type here. The description code must be present in the descriptions file when entering alternate codes as all entries are validated.

ALPHA/NUM : A or N.
If a component is defined as being numeric (N) this will be validated at all stages.

Press **[F1]** to select which records are to be linked to the current alternate key.

Level 4

```
JOB COSTING - ALTERNATE FILE MAINTENANCE                          JC31  11/001
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                    JOB COSTING MASTERFILE

ALTERNATE SEQUENCE  ALT1    ALTERNATE SEQUENCE BY CUST ACC

JOB           FROM [00/  /    ]
                TO [   /  /    ]
ALTERNATE CODE     [1 019001  GA01]                     ALTERNATE KEY SCAN

CO/BR/JOB         ALTERNATE CODE CUSTMR STRT DATE STATUS
01/01/GA01<-->    01019001  GA01 9001   92/02/27   6
01/01/GA02        01019001  GA02 9001   92/02/27   6
01/01/GA03        01019001  GA03 9001   92/02/27   6
01/01/FL1         01019004  FL1  9004   92/02/27   6
01/01/FL2         01019004  FL2  9004   92/02/27   6
01/01/FL3         01019004  FL3  9004   92/02/27   6
01/01/FL4         01019004  FL4  9004   92/02/27   6
01/01/FL5         01019004  FL5  9004   92/02/27   6
01/01/TMP1        01019004  TMP1 9004   92/02/27   6


***  NO MORE ITEMS  ***
F1 - SCAN FILE, F3 - UPDATE, F5 - SEQ, F6 - SCAN CODES, F8 - DELETE
```

JOB FROM - TO : Variable length.
Enter or scan for the alternate sequence number using **[F1]** to scan in the selected alternate scan sequence and **[F5]** to toggle the scan between alternate sequence and order number sequence.

All the records selected will be linked to the newly defined alternate sequence.

4.4 COST CATEGORY MAINTENANCE - JC32

This program is used for adding, amending and deleting cost category codes and updating job cost analysis codes.

Cost categories are used to allocate and analyse the job costing transaction input, into user defined categories (labour costs, set-up costs etc.).

The cost categories may also be linked to the General Ledger system. The categories file maintains twelve monthly totals per category.

Enter JC32 to select the program.

These codes are also used in the Estimating, system and if they have been set up there, do not need to be repeated in Job Costing.

The Report Destination, Company/Branch combination and Report date may be optionally selected. Please see the GETTING STARTED section at the beginning of this user guide.

Level 1

UPDATE : [1] Job Cost Category codes
[2] Job Cost analysis
Select the required code to be maintained.

4.4.1 ENTERING COST CATEGORIES

After selecting [1] JOB COST CATEGORY CODES the program prompts for the cost category code

CATEGORY : 4 characters

A code of 4 blanks which indicates default category is always required.

DESCRIPTION : 30 characters

DIVERSION CODE? : Y/N
[Y] will indicate that this cost code is never to be allocated to a specific job/operation but that the cost category only is to be updated. This is used for exceptional type costs where a record must be kept of expenses, but where they do not relate directly to a job.

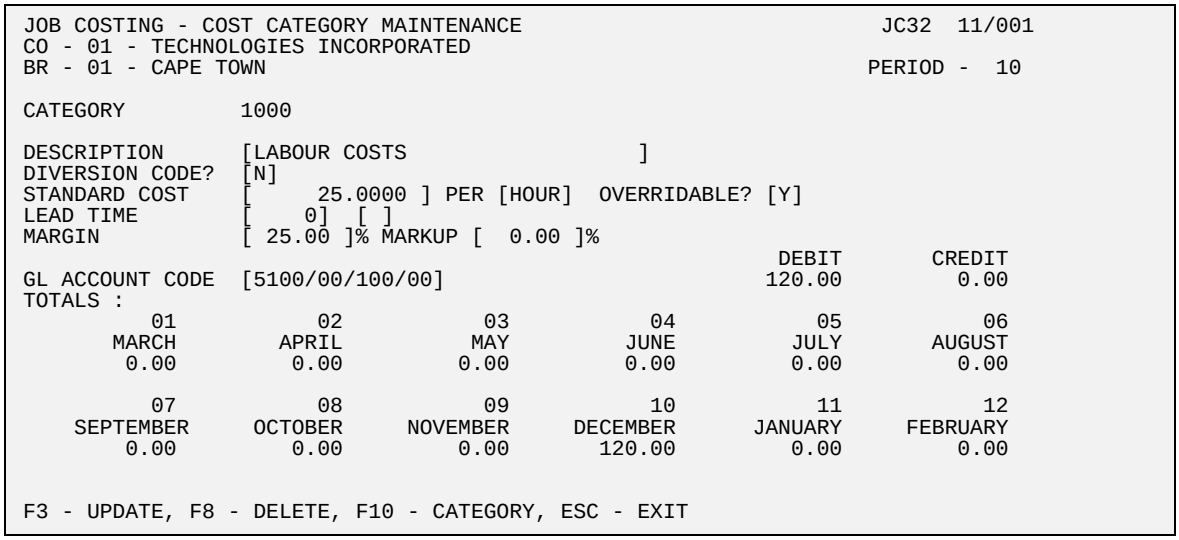
STANDARD COST : 7.4 digits
Enter the standard cost applicable to this category or leave it blank.

PER : [H] hour, [D] Day, [M] Month

OVERRIDABLE? : Y/N
If [Y] may be overridden on Program **JC30 - Job/Operation Maintenance** and/or **JC10 - Job Cost Input.**

LEAD TIME : 5 digits (memorandum only).
Unit of time - [H] hour, [D] day, [M] month

MARGIN : 3.2 digits
Enter the expected gross margin percentage for this cost category. At present this is only a memorandum item.



```
JOB COSTING - COST CATEGORY MAINTENANCE                          JC32  11/001
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                           PERIOD -  10

CATEGORY         1000

DESCRIPTION      [LABOUR COSTS                  ]
DIVERSION CODE?  [N]
STANDARD COST    [     25.0000 ] PER [HOUR]  OVERRIDABLE? [Y]
LEAD TIME        [    0]  [ ]
MARGIN           [ 25.00 ]% MARKUP [  0.00 ]%
                                                        DEBIT       CREDIT
GL ACCOUNT CODE  [5100/00/100/00]                      120.00         0.00
TOTALS :
          01           02           03           04           05           06
       MARCH        APRIL          MAY         JUNE         JULY       AUGUST
        0.00         0.00         0.00         0.00         0.00         0.00

          07           08           09           10           11           12
   SEPTEMBER      OCTOBER     NOVEMBER     DECEMBER      JANUARY     FEBRUARY
        0.00         0.00         0.00       120.00         0.00         0.00


F3 - UPDATE, F8 - DELETE, F10 - CATEGORY, ESC - EXIT
```

% MARKUP : 3.2 digits
Enter the expected markup percentage for this purchase category. At present this is only a memorandum item.

GL ACCOUNT CODE : Up to 30 digits as set up in **program GL00 - System Record Maintenance.**
The purpose of this field is to provide information on program **JC78 - Cost Category Report** which can be used as input to a General Ledger application. If you are using the TITAN General Ledger system, this field will be validated.

TOTALS : 12 monthly totals
These are updated as cost category allocations are entered through program **JC10 - Job Cost Input** or alternatively, by interfaces from other systems.

Press **[F3]** to update the data entered. Press **[F10]** will return to the category selection screen and **[F8]** will tag this category for deletion. Press **[Esc]** to end the program without adding the category.

Categories can be printed-out using program **JC78 - Cost Category Report**. By pressing **[F9]** at the category code screen a report of all categories and their values will be produced.

4.4.2 UPDATING COST CATEGORIES

Proceed through the steps required for entering 4.4.1 but now enter the category to be updated. Scan or partially scan using **[F1]** for the required category.

Category totals are never available for alteration as they are system maintained.

If the warning message "There are existing transactions using this GL#" "Are you sure you want to change this GL#?" then the system requires Yes or No answer.

On completion of the update, press **[F3]** to update the file or press **[F10]** to end the program at this point and leave the data unchanged.

4.4.3 DELETING COST CATEGORIES

Proceed through the steps required for entering 4.4.1 but now enter the category to be deleted. Scan or partially scan using **[F1]** for the required category.

Press **[F8]** to initiate deletion or **[Esc]** to end the program at this point.

If there are balances in any of the twelve periods a warning message "Non-zero balances - deletion not allowed" will appear on the screen and no deletion will be permitted.

After deletion the program returns to the category input field.

4.4.4 UPDATING JOB COSTING ANALYSIS CODES

At the Level 2 Update field select **2 - Job Costing Analysis**, to update the levels at which sales will be analysed.

Setting up a job analysis code is completed at the time of loading that job (program JC30 - Job/Operation Maintenance), but this program provides a fast and convenient method of updating the analysis codes of a range of job.

Level 2

The program prompts for a selection of the basis on which the update will be carried out.

UPDATE JOB/PROJECT ITEMS : [1] Range of job
Update a range of job analysis codes
[2] Range of project
Update a range of project analysis codes.

Select the type of item for which analysis codes are to be updated. The program then prompts for a range of job or project numbers.

Press **[F1]** to scan the file.

On a range selection the program pre-loads the beginning of the range (FROM field). To enter the end of the range (TO field) press **[Enter]** and re-scan the file, or enter the end-of-range code.

Level 3

The job/project details and analysis code are displayed for the first selected job/project within the range.

ITEM ANALYSIS AT : [1] Job/Operation level
[2] Job level
[3] Branch level

Amend the analysis code as required and press **[Enter]** to update.

When updating a range of jobs/projects, each following job/project is automatically displayed until the end of the range is reached.

4.5 TRANSACTION TYPE MAINTENANCE - JC33

The program enables up to nine different transaction types to be selected. These types may be linked to various classes of transactions (material usage, labour, etc.). They may also be optionally linked to other systems such as Inventory or Payroll.

These codes are also used in the Estimating System and if they have been set up there, do not need to be repeated in Job Costing.

Enter JC33 to select the program.

The Report Destination, Company/Branch combination and Report date may be optionally selected. Please see the GETTING STARTED section at the beginning of this user guide.

```
JOB COSTING - TRANSACTION TYPE MAINTENANCE                    JC33  11/001
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                          PERIOD -  10

TRANSACTION TYPE            [1]

CODE      DESCRIPTION
0001 <--> INVENTORY
0002      LABOUR
0003      CALCD. OHD
0004      OTHER
0005      LAB NOT WP
0006      NOT USED
0007      NOT USED
0008      NOT USED
0009      NOT USED




***  NO MORE ITEMS  ***
F1 - SCAN FILE, F10 - CO/BR, ESC - EXIT
```

Level 1

TRANSACTION TYPE : 1 digit
Enter a code or press **[F1]** to scan the file.

The following pages describe how to set up transaction types.

4.5.1 CREATING TRANSACTION TYPES

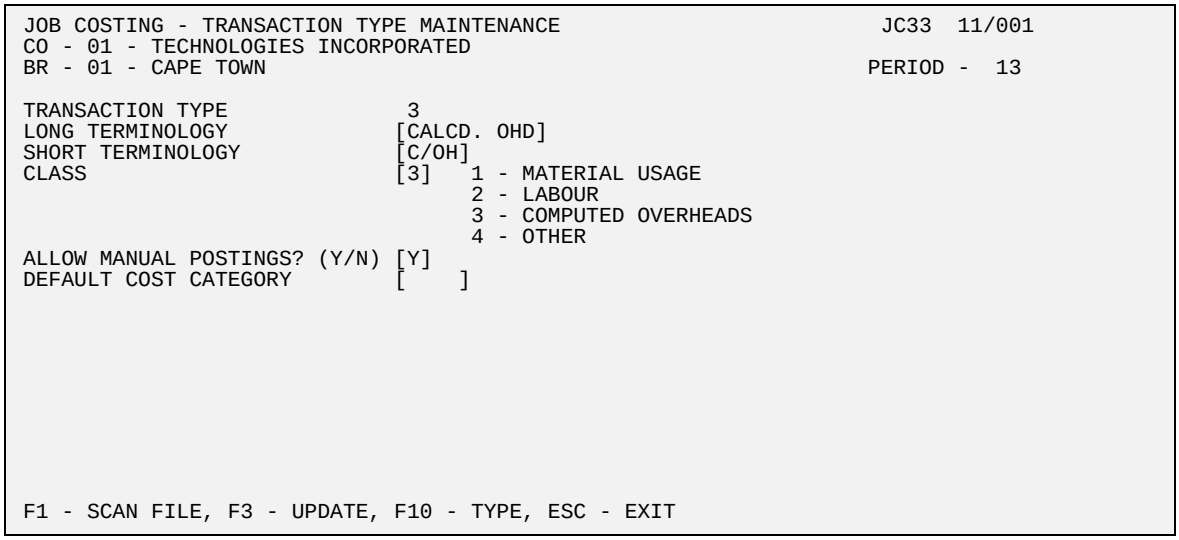
```
JOB COSTING - TRANSACTION TYPE MAINTENANCE                          JC33  11/001
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                                PERIOD -  10

TRANSACTION TYPE              1
LONG TERMINOLOGY             [INVENTORY ]
SHORT TERMINOLOGY            [INV ]
CLASS                        [1]   1 - MATERIAL USAGE
                                   2 - LABOUR
                                   3 - COMPUTED OVERHEADS
                                   4 - OTHER
INTERFACE WITH IV?           [Y]









F3 - UPDATE, F8 - DELETE, F10 - TRANSACTION TYPE, ESC - EXIT
```

Enter the following fields;

LONG TERMINOLOGY : 10 characters
This is the description which the system will use from now on to describe this transaction type.

SHORT TERMINOLOGY : 4 characters
Sometimes an abbreviation will be used by the system. Enter this here.

CLASS : [1] Material usage
[2] Labour
[3] Computed overheads
[4] Other



If **Class 1 or 2** are selected the system will proceed to Level 3 for further data entry.

For **Class 3** enter the following;

ALLOW MANUAL POSTINGS? : Y/N

DEFAULT COST CATEGORY : 4 characters.
Enter the default cost category for this transaction type. These categories are set up in program **JC32 - Cost Category Maintenance.**

For Class 4 only the entry of a Default Cost Category will be requested.

Level 2

INTERFACE WITH IV? : Y/N
If the class selected above was either [1] or [2] this question will be asked. If the system is to be interfaced to the Inventory System (in the case of a material usage class) or to the payroll system (in the case of a labour class transaction) [Y] must be entered here.

Level 3a

INTERFACE TO INVENTORY

```
JOB COSTING - TRANSACTION TYPE MAINTENANCE                          JC33  11/001
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                                PERIOD -  10

TRANSACTION TYPE              1
LONG TERMINOLOGY             [INVENTORY ]
SHORT TERMINOLOGY            [INV ]
CLASS                        [1]   1 - MATERIAL USAGE
                                   2 - LABOUR
                                   3 - COMPUTED OVERHEADS
                                   4 - OTHER
INTERFACE WITH IV?           [Y]
DEFAULT COST CATEGORY        [    ] SUNDRY JOB COST CATEGORY
PRODUCT CO                   [01]
PRODUCT BR                   [01]
PRODUCT DEFAULT WH           [01]
USE UNIT COST                [7] AVERAGE COST
UOM                          [H] UNIT OF HOLD
UPDATE INVENTORY FILES? (Y/N)[Y]
INVENTORY TRANSACTIONS (1,2) [1]   1 – ISS/REC   2 - INV/CRN
PRODUCT UOM CODES:
P - UNIT OF PURCHASE         H - UNIT OF HOLD               I - UNIT OF ISSUE


F3 - UPDATE, F8 - DELETE, F10 - TRANSACTION TYPE, ESC - EXIT
```

DEFAULT COST CATEGORY : 4 characters.
Enter the default cost category for this transaction type. These categories are set up in program **JC32 - Cost Category Maintenance.**

PRODUCT CO : 2 digits

PRODUCT BR : 2 digits

PRODUCT DEFAULT WH : 2 digits.
An entry will only be required if the Inventory System Parameter Record indicates that warehouses are used.

USE UNIT COST : 1 digit
The various values held on the stock file are displayed. Enter the one you wish to use as the unit cost for your jobs. This will be used as the default value for the RATE used when capturing operations.

UOM : [P] unit of purchase.
[H] unit of hold.
[I] unit of issue.

INVENTORY FILES? : Y/N
If this is [Y], **and you specified in JC33 - Transaction Type Maintenance,** that you wish to interface to stock, then JC10 - Job Cost Input, will update your inventory issues and on hand file with quantities.

INVENTORY TRANSACTIONS : 1 digit
Select whether you wish to use Issues/Receipts or Invoices/Credit notes for materials issue type transactions.
[1] – Issues/Receipts
[2] – Invoices/Credit Notes
If option 1 is selected, then programs **JC10 - Job Cost Input** and **JC22 - Job Cost Input - Fast Materials Input** will update the average cost as per **IV00 - System Record Maintenance** specifications.

Level 3b

INTERFACE TO WAGES

```
JOB COSTING - TRANSACTION TYPE MAINTENANCE                          JC33  11/004
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                               PERIOD -  10

TRANSACTION TYPE              2
LONG TERMINOLOGY             [LABOUR    ]
SHORT TERMINOLOGY            [LAB.]
CLASS                        [2]   1 - MATERIAL USAGE
                                   2 - LABOUR
                                   3 - COMPUTED OVERHEADS
                                   4 - OTHER
INTERFACE WITH WP?           [Y]
DEFAULT COST CATEGORY        [    ] SUNDRY JOB COST CATEGORY
WP CO                        [01]
WP BR                        [01]
DEFAULT WP33 CODE            [BASI]
CODE      DESCRIPTION
BASI <--> BASIC PAY
BON       BONUS
GRSS      GROSS EARNINGS
HOLB      HOLIDAY BONUS
HOLP      HOLIDAY PAY

F1 - SCAN FORWARDS, F3 - UPDATE, F10 - TYPE, ESC - EXIT
```

DEFAULT COST CATEGORY : 4 characters.
Enter the default cost category for this transaction type. These categories are set up in program **JC32 - Cost Category Maintenance.**

WP CO : 2 digits

WP BR : 2 digits

DEFAULT WP33 CODE : 4 characters.
This refers to the default earnings or deduction code to which a specific transaction type refers and will be used at interface stage.

4.5.2 UPDATING TRANSACTION TYPES

Proceed through the steps required for entering 4.5.1 but now enter the transaction type to be updated. Scan or partially scan using **[F1]** for the required transaction type.

Any or all fields may be altered.

On completion of the update, press **[F3]** to update the file or press **[F10]** to end the program at this point and leave the data unchanged.

4.5.3 DELETING TRANSACTION TYPES

Proceed through the steps required for entering 4.5.1 but now enter the transaction type to be deleted. Scan or partially scan using **[F1]** for the required transaction type.

Press **[F8]** to initiate deletion or **[Esc]** to end the program at this point.

After deletion the program returns to the transaction type input field.

4.6 WORK CENTRE MAINTENANCE - JC35

The program enables the set up of work centre information which will later be used when costing certain operations and jobs.

Enter JC35 to select the program.

The Report Destination, Company/Branch combination and Report date may be optionally selected. Please see the GETTING STARTED section at the beginning of this user manual.

Level 1

If no work centre records have been created, the system will display the following;

***** NO DEFAULT RECORD, F4 - CREATE DEFAULT *****

Press **[F4]** to enter the work centre defaults. These are entries which might relate to most work centre records. The system will fill in these values on any subsequent work centre records but the operator will be allowed alter any or all of them.

CREATING WORK CENTRE DEFAULTS

Level 1

```
JOB COSTING - WORK CENTRE MAINTENANCE                                JC35  11/001
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                                 PERIOD -  10

WORK CENTRE              MANUF

DESCRIPTION              [FACTORY - PLANNING/COSTING    ]
STD. LABOUR RATE         [     35.0000 ]PER [HOUR]
STD. SETUP RATE          [      8.0000 ]PER  HOUR
STD. HOURS               [     15.0000 ]
OVERHEAD                                    COST         APPLY ON TRANS. TYPE(S)
DESCRIPTIONS RATE/PERCENTAGE                CATEGORY       1 2 3 4 5 6 7 8 9
[WAT & ELEC] [P] [    0.5000 ] % OF TOTAL [2000]        [Y   Y   Y         ]
[ADMIN     ] [R] [    3.0000 ] PER HOUR   [1000]        [Y   Y Y Y         ]
[AREA MAINT] [P] [    1.0000 ] % OF TOTAL [    ]        [Y Y Y Y Y         ]
[          ] [R] [    0.0000 ] PER HOUR   [    ]        [                  ]
[          ] [R] [    0.0000 ] PER HOUR   [    ]        [                  ]

TRANSACTION TYPES:
1 - INVENTORY               4 - OTHER                    7 - NOT USED
2 - LABOUR                  5 - LAB NOT WP               8 - NOT USED
3 - CALCD. OHD              6 - NOT USED                 9 - NOT USED

F1 - FWD, F3 - UPD, F8 - DEL, F10 - WORK CENTRE, ESC - EXIT
```

STD. LABOUR RATE : 7.4 digits
This is the standard labour rates relating to the work centres.

PER : 4 characters
This is the unit of time to which the rate applies, for example day, hour, etc.

STD. SETUP RATE : 7.4 digits
This is the rate of cost to set up the work centre to start production. Remember that 'SETUP' is a soft term which you may redefine in **SU30 - Installation Maintenance**, Option 4.

PER : This field is not available to the operator but is filled in by the system from the unit of time applying to labour.

STD. HOURS : 7.4 digits
You need only complete this if you intend using **JC79 - Work Centre Productivity**. If so, refer to that program in this User Guide for more information.

OVERHEADS

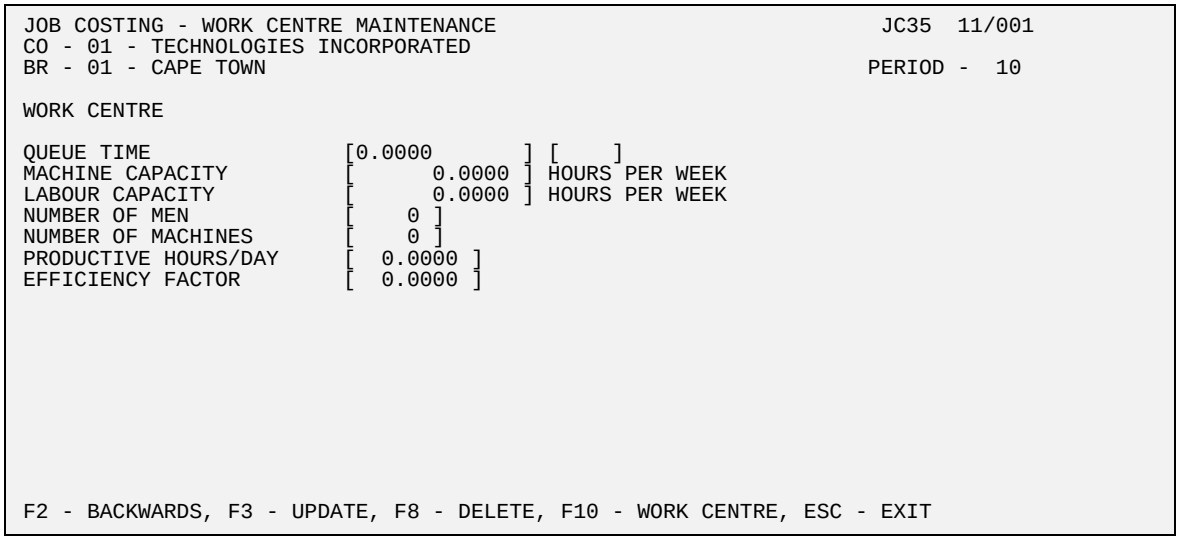
DESCRIPTIONS : 10 characters
This describes the overhead type. For instance 'MANAGEMENT', for an appropriation of Management Fees, or 'W&L' for an appropriation of water and electricity costs.

RATE/PERCENTAGE : 5.4 digits
[R] Rate
[P] Percentage
If rate, it is the same unit as the labour rate.
If percentage, then it is of the total overheads.

COST CATEGORY : 4 characters
This is the cost category to which this specific overhead is to be allocated. These categories are set up in program **JC32 - Cost Category Maintenance**.

APPLY ON TRANS. TYPE(S) : Enter [Y] under each transaction type to which this overhead applies. Leave the position blank if it does not apply.

Transaction types are displayed at the bottom of the screen. Press **[F1]** to proceed to the next level of the WORK CENTRE MAINTENANCE.



The entries on this screen are memorandum items and are optional.

4.6.1 ENTERING NEW WORK CENTRES

Once the default has been set up the operator may proceed with entering the details for individual work centres.

Enter the following fields;

WORK CENTRE : 8 characters
This is the code which will uniquely identify the work centre.
If you intend using **JC79 - Work Centre Productivity**, enter an employee number in this field and refer to that program in this User Guide for more information.

DESCRIPTION : 30 characters
This is used to further identify and describe the work centre.

All the subsequent fields are exactly as those applying to the default work centre. Values entered on that screen will be duplicated, but may be altered.

The status line indicates all the available options.

```
JOB COSTING - WORK CENTRE MAINTENANCE                                JC35  11/001
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                                 PERIOD -  10

WORK CENTRE              MANUF

DESCRIPTION              [FACTORY - PLANNING/COSTING    ]
STD. LABOUR RATE         [     35.0000 ]PER [HOUR]
STD. SETUP RATE          [      8.0000 ]PER  HOUR

OVERHEAD                                      COST         APPLY ON TRANS. TYPE(S)
DESCRIPTIONS RATE/PERCENTAGE                  CATEGORY       1 2 3 4 5 6 7 8 9
[WAT & ELEC] [P] [    0.5000 ] % OF TOTAL [2000]          [Y   Y   Y          ]
[ADMIN     ] [R] [    3.0000 ] PER HOUR   [1000]          [Y   Y Y Y          ]
[AREA MAINT] [P] [    1.0000 ] % OF TOTAL [    ]          [Y Y Y Y Y          ]
[          ] [R] [    0.0000 ] PER HOUR   [    ]          [                   ]
[          ] [R] [    0.0000 ] PER HOUR   [    ]          [                   ]

TRANSACTION TYPES:
1 - INVENTORY               4 - OTHER                       7 - NOT USED
2 - LABOUR                  5 - LAB NOT WP                  8 - NOT USED
3 - CALCD. OHD              6 - NOT USED                    9 - NOT USED

F1 - FWD, F3 - UPD, F8 - DEL, F10 - WORK CENTRE, ESC - EXIT
```

4.6.2 UPDATING WORK CENTRES

Proceed through the steps required for entering 4.6.2 but now enter the work centre to be updated. Scan or partially scan using **[F1]** for the required work centre.

Any or all of the fields may be altered.

On completion of the update, press **[F3]** to update the file or press **[F10]** to end the program at this point and leave the data unchanged.

```
JOB COSTING - WORK CENTRE MAINTENANCE                              JC35  11/001
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                              PERIOD -  10

WORK CENTRE [MANUF   ]

WORK CENTRE   DESCRIPTION                      STD.LABOUR    STD.SET UP   UOM
MANUF    <--> FACTORY - PLANNING/COSTING          35.0000        8.0000  HOUR
MANUF1        PURCHASING                          15.0000        0.0000  HOUR
MANUF2        STOCK CONTROL                       18.0000        8.0000  HOUR
MANUF3        ORDER ASSEMBLY                      12.0000        8.0000  HOUR
MANUF4        TRANSPORT                            8.0000        0.0000  HOUR
SITE          HOT SPRING                          12.0000        0.0000  HOUR
SITE1         J J MARTIN SCHOOL                   12.0000        0.0000  HOUR









***  NO MORE ITEMS  ***
F1 - SCAN FILE, F4 - DEFAULTS, F10 - CO/BR, ESC - EXIT
```

4.6.3 DELETING WORK CENTRES

Proceed through the steps required for entering 4.6.2 but now enter the work centre to be deleted. Scan or partially scan using **[F1]** for the required work centre.

Press **[F8]** to initiate deletion or **[Esc]** to end the program at this point.

After deletion the program returns to the work centre input field.

5 ENQUIRY MODULE

5.1 THE ENQUIRY MODULE MENU

This module uses a single multi-purpose program for job costing enquiries.

JC50 - JOB/OPERATION ENQUIRY

JC51 - JOB/OPERATION HEADER ENQUIRY

These enquiries may be made for both jobs and operations.

The program handles the following enquiry types;

- Job detail enquiry.
- Operation details.
- Operation transactions.
- Transaction details.

Enter JC5 to display the Enquiry Module menu.

5.2 JOB/OPERATION ENQUIRY - JC50

The program provides an enquiry facility into the job file at both a job and project level. In addition, the transactions may be viewed against each job or operation item.

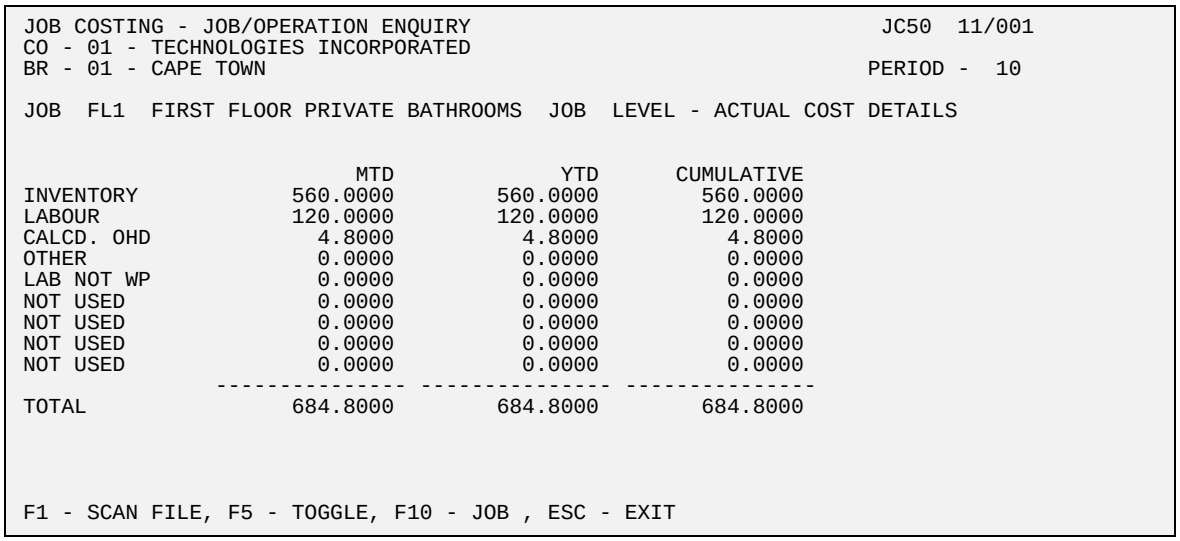
Enter JC50 to select the program.

```
JOB COSTING - JOB/OPERATION ENQUIRY                                  JC50  11/001
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                                PERIOD -  10
                                                                     JOB COSTING
SEQUENCE           ALT1 ALTERNATE SEQUENCE BY CUST ACC
                                                                  ALT. KEY SCAN
ALTERNATE SEQUENCE #        [1 019001  GA01]                      GA01

CO/BR/JOB               ALTERNATE CODE DESCRIPTION
01/01/GA01           <-->01019001  GA01 GAME PARK A1
01/01/GA02               01019001  GA02 STAFF QUARTERS - PRIVATE
01/01/GA03               01019001  GA03 VIP GUEST SUITE
01/01/FL1                01019004  FL1  FIRST FLOOR PRIVATE BATHR
01/01/FL2                01019004  FL2  FLOOR 2 PRIVATE BATHROOMS
01/01/FL3                01019004  FL3  FLOOR 3 PRIVATE BATHROOMS
01/01/FL4                01019004  FL4  STAFF BATHROOMS/TOILETS
01/01/FL5                01019004  FL5  TEMPLATE FOR HOTEL FLOORS
01/01/TMP1               01019004  TMP1 TEMPLATE FOR HOTEL FLOORS



***  NO MORE ITEMS  ***
F1 - SCAN, F5 - SEQ, F6 - CODES, F10 - ALT.SEQ
```

HOW TO SCAN FOR A JOB CODE
Press **[F1]** for a job number scan.
Enter a starting job number, followed by **[F1]**, and a partial scan will start from that job number will be given.
Press **[F5]** for a scan of the project codes.
Enter a starting project code followed by **[F5]**, and a partial project code scan will start from that point.

After entering or scanning for a job code, press **[Enter]** to access the enquiry detail.

Level 1



```
JOB COSTING - JOB/OPERATION ENQUIRY                                  JC50  11/001
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                                 PERIOD -  10

JOB  FL1  FIRST FLOOR PRIVATE BATHROOMS  JOB  LEVEL - ACTUAL COST DETAILS


                          MTD             YTD      CUMULATIVE
INVENTORY             560.0000        560.0000        560.0000
LABOUR                120.0000        120.0000        120.0000
CALCD. OHD              4.8000          4.8000          4.8000
OTHER                   0.0000          0.0000          0.0000
LAB NOT WP              0.0000          0.0000          0.0000
NOT USED                0.0000          0.0000          0.0000
NOT USED                0.0000          0.0000          0.0000
NOT USED                0.0000          0.0000          0.0000
NOT USED                0.0000          0.0000          0.0000
                ---------------- --------------- ---------------
TOTAL                 684.8000        684.8000        684.8000



F1 - SCAN FILE, F5 - TOGGLE, F10 - JOB , ESC - EXIT
```

The initial job enquiry screen is displayed, showing the month to date, year to date and cumulative costs to date for each of the nine transaction types.

FUNCTION KEY FACILITIES	
[F1] FORWD	View the cumulative standard or actual costs, the original estimates, the variance and the cost to complete the job.
[F7] ALT	to change the display from the default cost (standard) to the alternate cost (actual).
[F10]	to enter or scan another job number.
[Esc]	to end the program.

Level 2

```
JOB COSTING - JOB/OPERATION ENQUIRY                                    JC50  11/001
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                                   PERIOD -  10

JOB  FL1  FIRST FLOOR PRIVATE BATHROOMS  JOB  LEVEL - EST/ACT/COMPLETE DETAILS
                                   ACTUAL                    ESTIMATED COST
                  ESTIMATED       CUMULATIVE        VARIANCE     TO COMPLETE
INVENTORY       11773.5296         560.0000      11213.5296      11213.5296
LABOUR           1579.0000         120.0000       1459.0000       1459.0000
CALCD. OHD          0.0000           4.8000          4.8000-          0.0000
OTHER               0.0000           0.0000          0.0000           0.0000
LAB NOT WP          0.0000           0.0000          0.0000           0.0000
NOT USED            0.0000           0.0000          0.0000           0.0000
NOT USED            0.0000           0.0000          0.0000           0.0000
NOT USED            0.0000           0.0000          0.0000           0.0000
NOT USED            0.0000           0.0000          0.0000           0.0000
            ---------------  --------------- --------------- ---------------
TOTAL           13352.5296         684.8000      12667.7296      12672.5296

QUOTE           13352.5300
EXP PROFIT          0.0000      BILLED COST          0.0000
EXP PROFIT %        0.0000     BILLED SALES          0.0000

F1 - SCAN FILE, F5 - TOGGLE, F10 - JOB , ESC - EXIT
```

To view the comparative actual and estimated costs press **[F1]** to display the next level of enquiry. This enquiry also displays the variances between the estimated and actual costs with a cost to complete calculation.

A toggle will allow the details displayed in each of the four headings to be viewed in different sequences. Billed costs and sales are also displayed.

FUNCTION KEY FACILITIES	
[F1] F/WD	to select individual operations and their associated transaction types.
[F2] B/WD	to return to the previous screen.
[F7] ALT	to view the alternate cost, for example, if standard if the default is actual.
[F10]	to enter or scan another job number.
[Esc]	to end the program.

```
JOB COSTING - JOB/OPERATION ENQUIRY                                    JC50  11/001
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                                  PERIOD -  10

JOB        FL1             FIRST FLOOR PRIVATE BATHROOMS  START DATE 92/02/27
OPERATION  INST            INSTALLATION                   END DATE   92/03/27
TRANS TYPE 1 INVENTORY     CLASS: MATERIAL USAGE          SCHEDULED  Y
PRODUCT    001-1WB/WIT 46  WHITE CASCADE HANDSHOWER SPIRA ACTIVE     Y
                                                          STATUS     6
COST CATG  7000            MATERIAL COSTS - INSTALLATIONS
WORKCENTRE

                 ESTIMATED               ACTUAL
QUANTITY           16.0000  EACH        28.0000
UNIT COST          20.0000              20.0000
OVERHEAD            0.0000               3.6000       COMMITTED          BILLED
TOTAL COST        320.0000             560.0000        378.0700-         0.0000
TOTAL SALES       320.0000               0.0000                           0.0000



SHOW TRANSACTIONS DATED     [92/01/27] TO [92/02/27]

F2 - OP  , F10 - JOB , ESC - EXIT
```

Level 3

To view individual operations press **[F1]** to display the next level of enquiry.

FUNCTION KEY FACILITIES	
[F1] SCAN	to scan the operations relating to the job currently being viewed.
[F2] B/WD	to return to the previous screen.
[F10]	to enter or scan another job number.
[Esc]	to end the program.

Scan the operations and select or enter the appropriate one.

Scan or enter the required transaction type.

If the transaction type is a **labour or material class** type, further scans of employees, stock codes or category codes may be available. Scan these and accept the record.

Level 4

```
JOB COSTING - JOB/OPERATION ENQUIRY                                  JC50  11/001
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                                PERIOD -  10

JOB                FL1             FIRST FLOOR PRIVATE BATHROOMS
OPERATION          INST            INSTALLATION
TRANSACTION TYPE   1 INVENTORY     CLASS: MATERIAL USAGE
PRODUCT            001-1WB/WIT 46  WHITE CASCADE HANDSHOWER SPIRA


REFERENCE     DATE     CATG COST TYPE     QUANTITY          COST         SALES
         <--> 92/02/27 7000    ACTUAL        16.00        320.00          0.00
2             92/02/27         ACTUAL        12.00        240.00          0.00









***  NO MORE ITEMS  ***
F1 - SCAN FILE, F10 - OP  , ESC - EXIT
```

As soon as a date range has been entered, the transaction falling within that range will be displayed. Further selections are;

FUNCTION KEY FACILITIES	
[F1] SCAN	to scan the operations relating to the job currently being viewed.
[F2] B/WD	to return to the previous screen.
[F10]	to enter or scan another job number.
[Esc]	to end the program.

5.3 JOB/OPERATION HEADER ENQUIRY - JC51

The program provides a fast enquiry facility into job and operation header details.

Enter JC51 to select the program.

```
JOB COSTING - JOB/OPERATION HEADER ENQUIRY                          JC51  11/007
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                                 PERIOD -  13

JOB  HEADER DETAILS
JOB                     FL1
DESCRIPTION             FIRST FLOOR PRIVATE BATHROOMS
PROJECT                 HOT1      RAILWAY HOTEL - PRIVATE BATHS
CUSTOMERS CO/BR         01 01
CUSTOMER #              1000      JANES ELECTRICAL SUPPLIES
STATUS                  6         IN PRODUCTION
START DATE              92/02/27
END DATE                92/03/27
CATG ANALYSIS LEVEL     1         1 - JOB /OP     2 - JOB    3 - BRANCH
SPECIFY OPERATIONS      Y
ESTIMATING LEVEL        3         0 - NONE  1 - JOB   2 - TRANS  3 - ITEM
EXP PROFIT LEVEL        2         1 - JOB         2 - OP
REFERENCE
REFERENCE QTY                0.00



F10 - JOB , ESC - EXIT
```

HOW TO SCAN FOR A JOB CODE
Press **[F1]** for a job number scan.
Enter a starting job number, followed by **[F1]**, and a partial scan will start from that job number will be given.
Press **[F5]** for a scan of the project codes.
Enter a starting project code followed by **[F5]**, and a partial project code scan will start from that point.

After entering or scanning for a job code, press **[Enter]** to access the enquiry detail.

When you have looked at the details you may press **[F10]**. This will allow you to return to the previous level and scan for further jobs.

However, if you press **[Enter]**, you will be able to scan for operations pertaining to the current job.

OPERATION : 4 characters
Use the **[F1]** key to scan for the operation you need, of enter the number if you know it.

Once you have accepted the code, a screen will display as below showing operation header details.

```
JOB COSTING - JOB/OPERATION HEADER ENQUIRY                          JC51  11/007
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                                 PERIOD -  13

OP   HEADER DETAILS

JOB                          FL1  FIRST FLOOR PRIVATE BATHROOMS
OPERATION                    PREP
DESCRIPTION                  SITE PREPARATION
WORK CENTRE
START DATE                   92/02/27
END DATE                     92/03/27
SCHEDULED? (Y/N)             Y
ACTIVE? (Y/N)                Y
STATUS                       6
PRO-RATA PERCENTAGE            0.00




F10 - OP  , ESC - EXIT
```

6 PRINT MODULE

6.1 THE PRINT MODULE MENU

This module consists of the following report programs;

JC70 - JOB LISTING

JC71 - JOB COST SUMMARY

JC72 - JOB COST DETAILS

JC73 - REQUISITION NOTES

JC74 - COST TYPE BY JOB

JC75 - SCRAP ANALYSIS

JC76 - WORK CENTRE ANALYSIS

JC77 - ACTION REPORT

JC78 - COST CATEGORY REPORT

JC79 - WORK CENTRE PRODUCTIVITY

JC80 - AUDIT TRAIL - CURRENT

JC81 - AUDIT TRAIL - HISTORY

This module makes extensive use of exception-based reporting techniques. This facility enables only that data which matches the selection criteria to be extracted and printed.

Each print provides an applicable selection range. The selection range is pre-loaded with the most commonly used selection criteria.

All print programs provide an option to either print directly to the printer or to the report management system.

Enter JC7 to display the print module menu.

6.2 JOB LISTING - JC70

The program prints static data applying to jobs/operations and a summary of costs at job level.

Enter JC70 to select the program.

The Report Destination, Company/Branch combination and Report date may be optionally selected. Please see the GETTING STARTED section at the beginning of this user guide.

```
JOB COSTING - JOB LISTING                                    JC70  11/001
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                        PERIOD -  10

REPORT SEQUENCE       [1]     1 - JOB     2 - PROJECT

FROM PROJ/JOB         [ESTA/FL1 ] TO PROJ/JOB  [SPR1/TMP1]

JOB  WITH STATUS CODE [0] ALL

FROM                  [  0.0000 ] % TO [999.9999 ] % COMPLETE

LIST OPERATION ?      [Y]

NEW PAGE PER PROJ?    [N]

NEW PAGE PER JOB ?    [Y]

PROCEED WITH PRINT?   [Y]




PRINTING...01-01-GAME-GA01
```

Level 1

JOB SEQUENCE : 1 digits
Select the sequence for the report.
[1] - Job sequence
[2] - Project sequence

FROM JOB :
TO JOB : The default is all jobs or enter the starting and ending job range.
If you selected to print by project, then you will be prompted for the project range.

It is possible to scan all the jobs on the file using the **[F1]** key. The **[F5]** key will toggle the scan between job and project sequence.

JOB WITH STATUS CODE : Enter the required status (Entered in program SU31 - Descriptions File Maintenance type JS) or enter a zero for all status codes.

FROM % TO :

% COMPLETE : The default is from 0% to 100% or enter the percentage range.
Only jobs falling within this range will be selected for printing.

LIST OPERATIONS? : Y/N
Enter the correct selection. [Y] will print operation details whereas [N] will print only summarised figures for the job as a whole.

NEW PAGE PER JOB? : Y/N
Enter the appropriate selection. Sometimes filing might be easier if each job is printed on a separate page.

PROCEED WITH PRINT? : Y/N
Accept the information or alter any incorrect entries.

Press **[F10]** to return to the company/branch selection screen. The **[Esc]** key will end the program.

```
COMPANY : 01 - TECHNOLOGIES INCORPORATED         JOB COSTING - JOB LISTING                        DATE : 18/06/98 @ 12:00    PAGE #   1
BRANCH  : 01 - CAPE TOWN                                                                            JC7011/025        PERIOD #  05
-------------------------------------------------------------------------------------------------------------------------------------
OPTIONS : FROM JOB ALL  TO JOB END      JOBS WITH STATUS CODE: ALL                          FROM 00% TO 100% COMPLETE
          LIST OPERATIONS : Y           NEW PAGE PER JOB :N
-------------------------------------------------------------------------------------------------------------------------------------
JOB  DESCRIPTION             PROJ CUST#         QTY  STATUS               COMPLETE %    END DATE
OP   DESCRIPTION                  <-------------ESTIMATED-------------> <---------------ACTUAL-------------->
     TRANS  CATG/STK/EMP    W/CENTRE UOM         QTY         COST        SALES          QTY         COST        SALES
-------------------------------------------------------------------------------------------------------------------------------------


BRT1 B/ROOM TABLE - CLASSIC         1000             50.00  I IN PROGRESS          17.51 %    30/09/88

ASS1 ASSEMBLY
     1                              HOUR      10.00       20.00         0.00        0.00         0.00         0.00
     2      A1                      TABL      50.00      145.00         0.00        0.00         0.00         0.00
                                                       ------------ ------------              ------------ ------------
                                                          165.00         0.00                    0.00         0.00

CUT1 CUTTING TOPS
     1      A1              FACT89   10         5.00       50.00       100.00        0.00         0.00         0.00
     2      A1                      TOPS      50.00      850.00         0.00       20.00        25.00         0.00
                                                       ------------ ------------              ------------ ------------
                                                          900.00       100.00                   25.00         0.00

CUT2 CUTTING OF LEGS
     2      A1                      LEGS     200.00      259.00         0.00        0.00         0.00         0.00

FINS PAINT
     2      A1                      TABL      50.00      281.00         0.00        0.00         0.00         0.00

GAT1 MATERIAL GATHERING - STOCK
     1      A1                               50.00      225.00         0.00        0.00         0.00         0.00
     1      A2                               50.00      225.00         0.00       25.00       112.50         0.00
                                                       ------------ ------------              ------------ ------------
                                                          450.00         0.00                  112.50         0.00

GATH MATERIAL GATHERING
     4      A3                                1.00       50.00         0.00        2.00       100.00         0.00

PLAN PLANNING OF PRODUCTION
     4      A3                                1.00        3.00         0.00       50.00       150.00         0.00

QC   QUALITY CONTROL
     2      A1                      TABS      50.00      105.00         0.00        0.00         0.00         0.00
                                                       ------------ ------------              ------------ ------------
                                                         2213.00       100.00                  387.50         0.00
                                                       ------------ ------------              ------------ ------------


                                        ***  E N D   O F   R E P O R T  ***
```

JC70 - Job Listing

6.3 JOB COST SUMMARY - JC71

The program prints a report of summarised estimates and actual by transaction type for all or only a specified range of jobs.

Enter JC71 to select the program.

Level 1

```
JOB COSTING - JOB COST SUMMARY                                    JC71  11/001
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                             PERIOD -  10

FROM PROJ/JOB              [ESTA/FL1 ] TO PROJ/JOB  [SPR1/TMP1]

JOB  WITH STATUS CODE      [0] ALL

FROM                       [  0.0000 ] % TO [999.9999 ] % COMPLETE

TRANSACTION TYPE BREAKDOWN [Y]

NEW PAGE PER PROJ?         [N]

NEW PAGE PER JOB ? (Y/N)   [Y]

PROCEED WITH PRINT? (Y/N)  [Y]




PROCESSING...GAME-GA03
```

FROM JOB :

TO JOB : The default is all jobs or enter the starting and ending job range.

It is possible to scan all the jobs on the file using the **[F1]** key. The **[F5]** key will toggle the scan between job and project sequence.

JOB WITH STATUS CODE : Enter the required status code (entered in SU31 type JS) or enter a zero for all status codes.

FROM % TO :

% COMPLETE : The default is from 0% to 100% or enter the percentage range.
Only jobs falling within this range will be selected for printing.

TRANSACTION TYPE BREAKDOWN : Y/N
Enter the correct selection.
[Y] will print values for each of the nine transaction types whereas [N] will print only summarised figures for the job as a whole.

NEW PAGE PER JOB? : Y/N
Enter the appropriate selection. Sometimes filing might be easier if each job is printed on a separate page.

PROCEED WITH PRINT? : Y/N
Accept the information or alter any incorrect entries.

Press **[F10]** to return to the company/branch selection screen. The **[Esc]** key will end the program.

CO - 01 - TECHNOLOGIES INCORPORATED JOB COSTING - JOB COST SUMMARY DATE 98/05/11 @ 11:07 PAGE 1
BR - 01 - CAPE TOWN JC71 11/008 PERIOD - 10

OPTIONS: FROM JOB ALL TO JOB END JOB WITH STATUS CODE: ALL FROM 0.0000 % TO 999.9999 % COMPLETE
TRANSACTION TYPE BREAKDOWN : Y NEW PAGE PER JOB : N

JOB	DESCRIPTION / TRANSACTIONS	STATUS	EST COST	EST SALES	COMPLETE % MTD COST	QUOTED AMT YTD COST	EXPECTED PROFIT AND % CUM COST	BILLED COSTS CUM SALES	BILLED SALES COST TO COMP
J101	DRAWING OF PLAN A	1 PROPOSING/QUOT	9.6900 %	49840.44	8718.64	21.20 %	0.00	0.00	
	INVENTORY		19225.00	0.00	3600.00	3600.00	3600.00	0.00	15625.00
	LABOUR		12068.75	0.00	240.00	240.00	240.00	0.00	11828.75
	CALCD. OHD		9308.05	0.00	144.10	144.10	144.10	0.00	0.00
	OTHER		520.00	0.00	0.00	0.00	0.00	0.00	0.00
			41121.80	0.00	3984.10	3984.10	3984.10	0.00	27453.75
J102	DRAWING OF PLAN FOR 'B' TYPE	1 PROPOSING/QUOT	0.4000 %	17388.00	2268.00	15.00 %	0.00	0.00	
	INVENTORY		0.00	0.00	60.00	60.00	60.00	0.00	60.00-
	LABOUR		9450.00	0.00	0.00	0.00	0.00	0.00	0.00
	CALCD. OHD		5670.00	0.00	0.15	0.15	0.15	0.00	0.00
	OTHER		0.00	0.00	0.00	0.00	0.00	0.00	0.00
			15120.00	0.00	60.15	60.15	60.15	0.00	60.00-
J103	DRAWING OF PLAN FOR 'B' TYPE	1 PROPOSING/QUOT	3.6000 %	17010.00	1890.00	12.50 %	0.00	0.00	
	INVENTORY		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	LABOUR		9450.00	0.00	49.43	49.43	49.43	0.00	9400.56
	CALCD. OHD		5670.00	0.00	45.63	45.63	45.63	0.00	0.00
	OTHER		0.00	0.00	450.00	450.00	450.00	0.00	450.00-
			15120.00	0.00	545.06	545.06	545.06	0.00	8950.57
J104	CONSTRUCTION PROJECT INTER-CIT 3 TENDER ACCEPTE		87.4700 %	924.31	118.31	14.67 %	0.00	0.00	
	INVENTORY		150.00	190.31	425.00	425.00	425.00	0.00	275.00-
	LABOUR		653.75	734.00	0.00	0.00	0.00	0.00	653.75
	CALCD. OHD		2.25	0.00	280.00	280.00	280.00	0.00	0.00
	OTHER		0.00	0.00	0.00	0.00	0.00	0.00	0.00
			806.00	924.31	705.00	705.00	705.00	0.00	378.75

* * * E N D O F R E P O R T * * *

JC71 - Job Cost Summary

6.4 JOB COST DETAILS - JC72

The program prints the actual values by transaction type with the option to selectively print transaction details.

Enter JC72 to select the program.

The Report Destination, Company/Branch combination and Report date may be optionally selected. Please see the GETTING STARTED section at the beginning of this user guide.

Level 1

```
JOB COSTING - JOB COST DETAILS                                    JC72  11/002
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                             PERIOD -  10

FROM PROJ/JOB         [ESTA/FL1 ] TO PROJ/JOB  [SPR1/GA03]

JOB  WITH STATUS CODE [0] ALL

TRANSACTION DETAILS?  [Y]
TRANSACTION TYPE      [0] ALL
TRANSACTION DATES     [92/01/27] TO [92/02/27]
NEW PAGE PER PROJ?    [N]
NEW PAGE PER JOB ?    [Y]
PROCEED WITH PRINT?   [Y]









PROCESSING...GAME-GA02
```

FROM JOB :

TO JOB : The default is all jobs or enter the starting and ending job range.

It is possible to scan all the jobs on the file using the **[F1]** key. The **[F5]** key will toggle the scan between job and project sequence.

JOB WITH STATUS CODE : Enter the required status code (entered in SU31 type JS) or enter a zero for all status codes.

TRANSACTION DETAILS? : Y/N
Enter the correct selection. [Y] will print the details for each individual transaction as entered in program JC10 - Job Cost Input whereas [N] will only print summarised figures for each transaction.

TRANSACTION TYPE : Enter the appropriate selection. The types are listed on the screen. A zero will print all transaction types.

TRANSACTION DATE : DD/MM/CCYY
Enter the appropriate date range for the transactions. This entry will only be required if the response to the previous question was [Y].

NEW PAGE PER PROJ? : Y/N
Enter [Y] to start each project on a new page.

NEW PAGE PER JOB? : Y/N
Enter [Y] to start each job on a new page.

PROCEED WITH PRINT? : Y/N
Accept the information or alter any incorrect entries.

Press **[F10]** to return to the company/branch selection screen. The **[Esc]** key will end the program.

```
CO - 01 - TECHNOLOGIES INCORPORATED         JOB COSTING - JOB COST DETAILS                    DATE  98/05/11 @ 11:07 PAGE      1
BR - 01 - CAPE TOWN                                                                                 JC72  11/007     PERIOD - 10
-------------------------------------------------------------------------------------------------------------------------------
OPTIONS: FROM JOB  ALL  TO JOB  END     JOB  WITH STATUS CODE: ALL                          FROM 01/01/11 TO 99/12/31
         TRANSACTION DETAILS: Y         TYPES : ALL
-------------------------------------------------------------------------------------------------------------------------------
JOB  DESCRIPTION                        STATUS                      <-----------------TOTAL COST----------------->
                                                                            PERIOD            YTD      CUMULATIVE
-------------------------------------------------------------------------------------------------------------------------------

J101 DRAWING OF PLAN A                  1 PROPOSING/QUOTING             3984.1000       3984.1000       3984.1000

     INVENTORY                                                          3600.0000       3600.0000       3600.0000
     LABOUR                                                              240.0000        240.0000        240.0000
     CALCD. OHD                                                          144.1000        144.1000        144.1000
     OTHER                                                                 0.0000          0.0000          0.0000

INVENTORY  TRANSACTIONS

DATE     REFERENCE  OP   PRODUCT/CATG                                        QUANTITY  UOM           RATE           COST
89/05/11 2          OP11 1200            CLAW HAMMER                          12.0000             300.0000       3600.0000
                                                                                                               --------------
                                                                                                                    3600.0000
                                                                                                               --------------

LABOUR     TRANSACTIONS

DATE     EMPLOYEE/CATG                          OP            HOURS                      RATE           COST  CALCULATED OHD
89/05/11 00008    CONRAD                       OP11         6.0000  RUN TIME           40.0000         240.0000        144.0000
                                                                                                    --------------  --------------
                                                                                                         240.0000        144.0000
                                                                                                    --------------  --------------

-------------------------------------------------------------------------------------------------------------------------------

J102 DRAWING OF PLAN FOR 'B' TYPE       1 PROPOSING/QUOTING               60.1500         60.1500         60.1500

     INVENTORY                                                            60.0000         60.0000         60.0000
     LABOUR                                                                0.0000          0.0000          0.0000
     CALCD. OHD                                                            0.1500          0.1500          0.1500
     OTHER                                                                 0.0000          0.0000          0.0000

INVENTORY  TRANSACTIONS

DATE     REFERENCE  OP   PRODUCT/CATG                                        QUANTITY  UOM           RATE           COST
89/04/23 2          0010 1230            STEEL BOLTS/100                       5.0000             12.0000         60.0000
                                                                                                               --------------
                                                                                                                      60.0000
                                                                                                               --------------

-------------------------------------------------------------------------------------------------------------------------------
-------------------------------------------------------------------------------------------------------------------------------

                                        * * *  E N D  O F  R E P O R T  * * *
```

JC72 - Job Cost Details

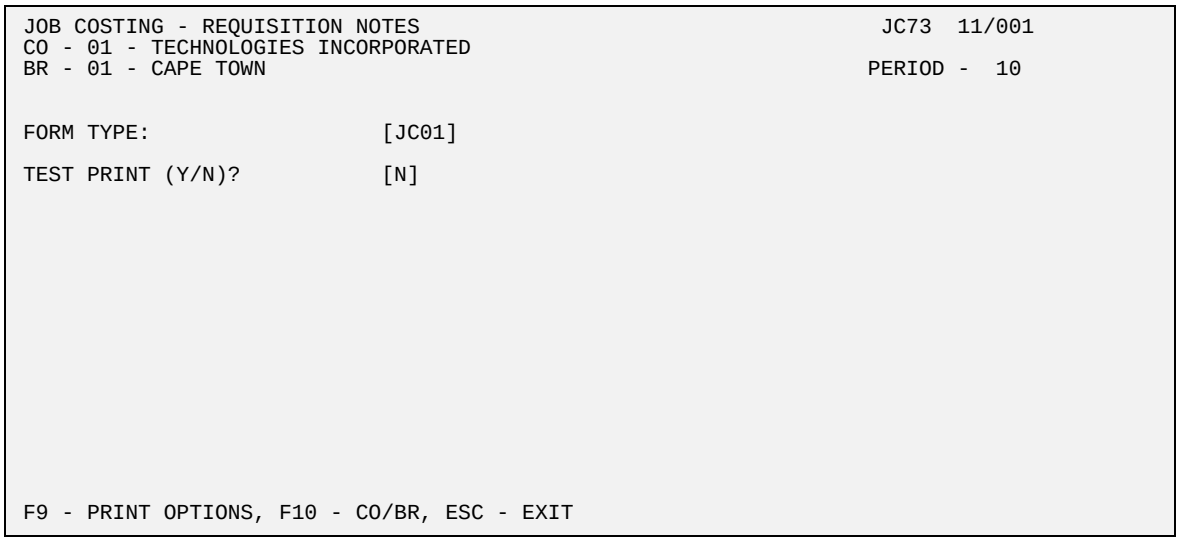
6.5 REQUISITION NOTES - JC73

The program prints a user defined report/requisition note using any of the data available on the job/operation file (current as well as history details). It can print such details as company, branch and project descriptions, start and end dates, operation details with its associated work centres and categories.

In addition it prints planned values as well as transaction quantities and values. Provision has also been made for free form titles.

Enter JC73 to select the program.

Level 1



FORM TYPE : JCxx
This form is set up in program **SU35 - Customised Form Maintenance** form type JC.

TEST PRINT? : Y/N.
Enter [Y] if a test print is required. This is normally the case where the correct line up of a pre-printed form is essential.

Level 2

REPORT SEQUENCE : [1] by project.
[2] by job.
Select the required sequence.

Press **[F10]** to return to the form selection screen. The **[Esc]** key will end the program.

```
JOB COSTING - REQUISITION NOTES                                    JC73  11/001
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                              PERIOD -  10


START PROJ        [ALL ]       END PROJ     [    ]

START JOB         [ALL ]       END JOB      [    ]

START OP          [ALL ]       END OP       [    ]

START TRANSACTION [0] ALL      END TRANS    [ ]









PRINTING...01-01-GAME-GA01-INST
```

Level 3

START-END PROJ : The default is **all** projects or enter the starting and ending project range.

START-END JOB : The default is **all** jobs or enter the starting and ending job range.

START-END OP : The default is **all** operations or enter the starting and ending operation range.

START-END TRANSACTION : The default is **all** types or enter the starting and ending transaction type range.

Press **[F3]** to accept the default selections or **[F10]** to return to the report sequence selection screen. The **[Esc]** key will end the program.

01 TECHNOLOGIES INCORPORATED 98/05/12
01 CAPE TOWN

H24 HOUSING ESTATE

J101DRAWING OF PLAN A 1010 JONES GENERAL CONTRACTING

OPERATION START/END DATES

89/04/14 89/05/14

OPERATION		STRT DAT	TRANSACTION	WORK CENTRE	CATEGORY	COSTS	CALC.OHD.	PRF %
OP11	CONSULTATION WITH ARCHITECT	89/04/21	1 INVENTORY	WC 200X2	LABOUR COSTS - HOUSING	675.00	0.00	0.0000
OP11	CONSULTATION WITH ARCHITECT	89/04/14	2 LABOUR		SUNDRY JOB COST CATEGORY	0.00	0.00	0.0000
OP11	CONSULTATION WITH ARCHITECT	89/04/21	2 LABOUR	WC 200X2	LABOUR COSTS - MALLS	60.00	0.00	0.0000
OP11	CONSULTATION WITH ARCHITECT	89/04/21	4 LABOUR	WC 200X1	LABOUR COSTS - MALLS	525.00	0.00	0.0000
0010	HAND TOOLS	89/04/14	1 INVENTORY		SUNDRY JOB COST CATEGORY	915.00	0.00	0.0000
OP11	DRAWING UP PLANS	89/04/14	1 INVENTORY		SUNDRY JOB COST CATEGORY	0.00	0.00	0.0000
OP11	LABOUR	89/04/14	2 LABOUR		LABOUR COSTS - MALLS	49.43	0.00	0.0000
OP12	OTHER	89/04/14	4 OTHER		LABOUR COSTS - ROAD BUIL	450.00	0.00	0.0000
0010	HAND TOOLS	89/04/19	1 INVENTORY		SUNDRY JOB COST CATEGORY	0.00	2.25	25.0000
0040	LAYING FOUNDATIONS	89/04/19	2 LABOUR		SUNDRY JOB COST CATEGORY	0.00	0.00	15.0000
0040	LAYING FOUNDATIONS	89/04/19	2 LABOUR		SUNDRY JOB COST CATEGORY	0.00	0.00	0.0000
OP12	INVENTORY	89/04/19	1 INVENTORY		LABOUR COSTS - HOUSING	425.00	0.00	0.0000

QTY	110.0000	260.0000	0.0000	14.0000
COST	2015.0000	109.4300	0.0000	975.0000

JC73 - Requisition Notes

6.6 COST TYPE BY JOB - JC74

The program also prints job costs but in a different format from the previous reports. In this case it prints each transaction type in its own column. For this reason the operator has to select whether to print month to date, year to date or cumulative values.

Enter JC74 to select the program.

The Report Destination, Company/Branch combination and Report date may be optionally selected. Please see the GETTING STARTED section at the beginning of this user guide.

Level 1

```
JOB COSTING - COST TYPE BY JOB                                    JC74  11/001
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                             PERIOD -  10

FROM JOB                  [FL1 ] TO JOB   [GA03]JOB  SCAN

PRINT VALUES              [1]    1 - MONTH TO DATE
                                 2 - YEAR TO DATE
                                 3 - CUMULATIVE
PROCEED WITH PRINT? (Y/N)  [Y]









PROCESSING...GA03
```

FROM JOB :

TO JOB : The default is all jobs or enter the starting and ending job range.

It is possible to scan all the jobs on the file using the **[F1]** key. The **[F5]** key will toggle the scan between job and project sequence.

PRINT VALUES : [1] Month to date
[2] Year to date
[3] Cumulative
Enter the appropriate selection.

PROCEED WITH PRINT? : Y/N
Accept the information or alter any incorrect entries.

Press **[F10]** to return to the company/branch selection screen. The **[Esc]** key will end the program.

CO - 01 - TECHNOLOGIES INCORPORATED JOB COSTING - COST TYPE BY JOB DATE 98/05/11 @ 11:17 PAGE 1
BR - 01 - CAPE TOWN JC74 11/002 PERIOD - 10

OPTIONS: FROM JOB ALL TO JOB END PRINT VALUES: YTD ACTUAL

JOB	INVENTORY	LABOUR	CALCD. OHD	OTHER	NOT USED	NOT USED	NOT USED	NOT USED	NOT USED
J101	3600.00	240.00	144.10	0.00	0.00	0.00	0.00	0.00	0.00
J102	60.00	0.00	0.15	0.00	0.00	0.00	0.00	0.00	0.00
J103	0.00	49.43	45.63	450.00	0.00	0.00	0.00	0.00	0.00
J104	425.00	0.00	280.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTALS	4085.00	289.43	469.88	450.00	0.00	0.00	0.00	0.00	0.00

* * * E N D O F R E P O R T * * *

JC74 - Cost Type by Job

6.7 SCRAP ANALYSIS - JC75

The program prints an analysis of scrap quantities and costs. It gives the option to print by job/operation or by transaction. If the option to print by job/operation only is selected, those operations that have a non-zero scrap quantity or cost will be printed.

Enter JC75 to select the program.

The Report Destination, Company/Branch combination and Report date may be optionally selected. Please see the GETTING STARTED section at the beginning of this user guide.

```
JOB COSTING - SCRAP ANALYSIS                                    JC75  11/001
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                           PERIOD -  10

ANALYSIS BY               [1]    1 - TRANSACTIONS
                                 2 - OPERATION

FROM DATE                 [1998/08/23] TO

PROCEED WITH PRINT?       [Y]









F9 - PRINT OPTIONS, F10 - CO/BR, ESC - EXIT
```

Level 1

ANALYSIS BY : [1] Transactions
[2] Operations

If Option 1 is selected the following information must be entered;

DATE RANGE SELECTION : Enter the required from and to dates or accept the default on the screen. These are always the current date less one month as start date and the current date as end date.

If Option 2 is selected the following information must be entered;

JOB/OPERATION RANGE : Enter the appropriate range.

It is possible to scan all the jobs on the file using the **[F1]** key. The **[F5]** key will toggle the scan between job and project sequence.

PRINT TRANSACTIONS? : Y/N
[Y] will print details of all transaction whereas [N] will print summarised totals. This entry will only be required if the option 2 has been selected

PROCEED WITH PRINT? : Y/N
Accept the information or alter any incorrect entries.

Press **[F10]** to return to the company/branch selection screen. The **[Esc]** key will end the program.

COMPANY : 01 - TECHNOLOGIES INCORPORATED JOB COSTING - SCRAP ANALYSIS DATE : 18/06/98 @ 12:06 PAGE # 1
BRANCH : 01 - CAPE TOWN JC75 11/014 PERIOD # 05

TRANSACTIONS DATES FROM : 01/01/87 TO 31/12/88 OPTIONS : ANALYSIS BY

DATE	REFERENCE	JOB	OP	TRANSACTION	CATG	STOCK/EMPLOYEE	SCRAP QTY	UOM	SCRAP COST
01/06/88	STW	BRT1	CUT1 2	LABOUR	A1	LABOUR COSTS ON CLASSIC	3.0000	TOPS	15.0000
01/06/88	STW	BRT1	CUT1 2	LABOUR	A1	LABOUR COSTS ON CLASSIC	2.5000	TOPS	10.0000
01/06/88	STT	BRT1	GAT1 1	STOCK	A2	MATERIAL COSTS ON CLASSIC	1.0000		1.0000
01/06/88	STT	BRT1	GAT1 1	STOCK	A4	DIVERTED O/HEADS - CLASSIC	1.0000		2.0000
01/06/88	5	BRT1	GATH 4	OTHER	A3	OVERHEADS ON CLASSIC	0.5000		0.7500
01/06/88	STW	BRT1	PLAN 4	OTHER	A3	OVERHEADS ON CLASSIC	2.0000		12.0000
									40.7500

*** E N D O F R E P O R T ***

JC75 - Scrap Analysis

6.8 WORK CENTRE ANALYSIS - JC76

The program prints an analysis of selected transactions per work centre.

Enter JC76 to select the program.

The Report Destination, Company/Branch combination and Report date may be optionally selected. Please see the GETTING STARTED section at the beginning of this user guide.

Level 1

```
JOB COSTING - WORK CENTRE ANALYSIS                                  JC76  11/001
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                                PERIOD -  10

FROM WORK CENTRE      [MANUF   ] TO WORK CENTRE [SITE1   ]

TRANSACTION TYPE      [0] ALL

TRANSACTION DATES     [92/01/27] TO DATE        [92/02/27]

DETAILS OK            [Y]

TRANSACTION TYPES:
1 - INVENTORY               4 - OTHER                   7 - NOT USED
2 - LABOUR                  5 - LAB NOT WP              8 - NOT USED
3 - CALCD. OHD              6 - NOT USED                9 - NOT USED




F9 - PRINT OPTIONS, F10 - CO/BR, ESC - EXIT
```

FROM WORK CENTRE :

TO WORK CENTRE : The default is **all** work centres or enter the starting and ending work centre range.

It is possible to scan all the work centres on file by using the **[F1]** key.

TRANSACTION TYPE : Enter the appropriate selection. The types are listed on the screen. A zero will print all transaction types.

TRANSACTION DATE : Enter the appropriate date range for the transactions. Only transactions falling within this range will be selected for printing.

PROCEED WITH PRINT? : Y/N
Accept the information or alter any incorrect entries.

Press **[F10]** to return to the company/branch selection screen. The **[Esc]** key will end the program.

```
CO - 01 - TECHNOLOGIES INCORPORATED        JOB COSTING - WORK CENTRE ANALYSIS              DATE  98/05/11 @ 11:18 PAGE      1
BR - 01 - CAPE TOWN                                                                          JC76  11/007     PERIOD - 10
-------------------------------------------------------------------------------------------------------------------------------
OPTIONS : FROM WORK CENTRE ALL      TO WORK CENTRE END              TRANSACTION TYPES: 0 ALL
          TRANSACTION DATES: FROM 01/01/01 TO 99/12/31
-------------------------------------------------------------------------------------------------------------------------------
WORK CENTRE                                 STD. LABOUR RATE:     25.0000  PER HOUR  STD. SETUP RATE:      1.5000  PER HOUR
LABOUR     TRANSACTIONS

DATE     REFERENCE  JOB  OP   CATEGORY/EMPLOYEE                      HOURS  TIME           RATE           COST  CALCULATED OHD
89/05/11 2          J101 OP11 00008           CONRAD                 6.0000  RUN T       40.0000        240.0000        144.0000
89/05/11 2          J103 OP11 00009           MC LEAN               15.0000  RUN T        3.2955         49.4325         32.1311
                                                                                                    -------------  -------------
                                                                                                        289.4325        176.1311
                                                                                                    -------------  -------------

OTHER      TRANSACTIONS
DATE     REFERENCE  JOB  OP   CATEGORY                              QUANTITY  UOM            RATE           COST  CALCULATED OHD
89/05/11 2          J103 OP12 3000            LABOUR COSTS -         18.0000                25.0000        450.0000         13.5000
                                                                                                    -------------  -------------
                                                                                                        450.0000         13.5000
                                                                                                    -------------  -------------

INVENTORY  TRANSACTIONS
DATE     REFERENCE  JOB  OP   CATEGORY/PRODUCT                       QUANTITY  UOM            RATE           COST  CALCULATED OHD
89/05/11 2          J104 OP12 1200            CLAW HAMMER            17.0000                25.0000        425.0000        280.0000
89/05/11 2          J101 OP11 1200            CLAW HAMMER            12.0000               300.0000       3600.0000          0.1000
89/04/23 2          J102 0010 1230            STEEL BOLTS/100         5.0000                12.0000         60.0000          0.1500
                                                                                                    -------------  -------------
                                                                                                       4085.0000        280.2500
                                                                                                    -------------  -------------



                                    * * *  E N D  O F  R E P O R T  * * *
```

JC76 - Work Centre Analysis

6.9 ACTION REPORT - JC77

The program prints a list of all jobs and operations whose actual costs exceed an entered percentage of estimated costs.

Enter JC77 to select the program.

The Report Destination, Company/Branch combination and Report date may be optionally selected. Please see the GETTING STARTED section at the beginning of this user guide.

Level 1

```
JOB COSTING - ACTION REPORT                                    JC77  11/001
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                          PERIOD -  10

FROM JOB /OP                [FL1 /PREP]
TO   JOB /OP                [TMP1/INST] OP    SCAN

FOR JOB /OP   WITH MORE THAN [ 10.0000 ] % OF ESTIMATE

PROCEED WITH PRINT? (Y/N)    [Y]









PRINTING...END FILEP1
```

FROM JOB/OPERATION :

TO JOB/OPERATION : The default is **all** jobs and operations or enter the starting and ending job/operation range.

It is possible to scan all the jobs on the file using the **[F1]** key. The **[F5]** key will toggle the scan between job and project sequence.

PERCENTAGE OF ESTIMATE EXCEEDED : The default is 0%. This represents the percentage by which actual costs exceed estimated cost.

PROCEED WITH PRINT? : Y/N
Accept the information or alter any incorrect entries.

Press **[F10]** to return to the company/branch selection screen. The **[Esc]** key will end the program.

CO - 01 - TECHNOLOGIES INCORPORATED JOB COSTING - ACTION REPORT DATE 98/05/11 @ 11:19 PAGE 1
BR - 01 - CAPE TOWN JC77 11/002 PERIOD - 10

OPTIONS: FROM JOB /OP ALL /ALL TO JOB /OP END /END MORE THAN 0.0000 % OF ESTIMATE

JOB	DESCRIPTION	ACTUAL COSTS	ESTIMATE	DIFFERENCE	% OF ESTIMATE
J101	DRAWING OF PLAN A	3984.1000	27453.7500	23469.6500	589.0829
OP11	CONSULTATION WITH ARCHITECT	3600.0000	18400.0000	14800.0000-	
OP11	CONSULTATION WITH ARCHITECT	0.0000	9377.5000	9377.5000-	
OP11	CONSULTATION WITH ARCHITECT	0.0000	0.0000	0.0000	
OP11	CONSULTATION WITH ARCHITECT	240.0000	0.0000	240.0000	
OP11	CONSULTATION WITH ARCHITECT	0.0000	270.0000	270.0000-	
OP12	PRESENTING PLANS FOR ACCEP.	0.0000	825.0000	825.0000-	
OP12	PRESENTING PLANS FOR ACCEP.	0.0000	2770.0000	2770.0000-	
OP12	PRESENTING PLANS FOR ACCEP.	0.0000	250.0000	250.0000-	
J103	DRAWING OF PLAN FOR 'B' TYPE	545.0636	8950.5675	8405.5039	542.1143
OP11	LABOUR	49.4325	0.0000	49.4325	
OP12	OTHER	450.0000	0.0000	450.0000	

* * * E N D O F R E P O R T * * *

JC77 - Action Report

6.10 CATEGORY REPORT - JC78

The program prints the job cost category report with a number of option levels.

Enter JC78 to select the program.

The Report Destination, Company/Branch combination and Report date may be optionally selected. Please see the GETTING STARTED section at the beginning of this user guide.

Level 1

```
JOB COSTING - COST CATEGORY REPORT                                  JC78  11/001
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                               PERIOD -  10

REPORT TYPE             [1]           1 - CATEGORY LEVEL
                                      2 - JOB  LEVEL
                                      3 - JOB /OP   LEVEL

PRINT DIVERSIONS? (Y/N) [N]

DIVERSIONS ONLY? (Y/N)  [N]

CATEGORY           FROM [    ]
                     TO [    ]

PERIODS                 [1]           1 - CURRENT PERIOD
                                      2 - PERIODS 1 TO 6
                                      3 - PERIODS 7 TO 12

PROCEED WITH PRINT?     [Y]



PRINTING...01-01-
```

REPORT TYPE : [1] Category total level
[2] Job level
[3] Job/operation level

Each report type will be explained in more detail as follows;

REPORT TYPE 1

```
JOB COSTING - COST CATEGORY REPORT                                  JC78  11/001
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                               PERIOD -  10

REPORT TYPE             [2]           1 - CATEGORY LEVEL
                                      2 - JOB  LEVEL
                                      3 - JOB /OP   LEVEL

PRINT DIVERSIONS? (Y/N) [N]

DIVERSIONS ONLY? (Y/N)  [N]

JOB                FROM [    ]
                     TO [    ]      JOB  SCAN

PERIODS                 [3]           1 - CURRENT PERIOD
                                      2 - PERIODS 1 TO 6
                                      3 - PERIODS 7 TO 12

PROCEED WITH PRINT?     [Y]



F9 - PRINT OPTIONS, F10 - CO/BR, ESC - EXIT
```

REPORT TYPE : 1 digit
Enter [1] in the report type field to print totals per category code for selected periods.

PRINT DIVERSIONS? : Y/N
[Y] to include categories set up as diversions in program **JC32 - Cost Category Maintenance**. [N] to exclude diversions.

DIVERSIONS ONLY? : Y/N
[Y] to exclude categories not set up as diversions in program **JC32 - Cost Category Maintenance**. [N] to print all categories.

FROM CATEGORY
TO CATEGORY : Enter the start and end of the range or press **[Enter]** in both fields for the full range to be printed. A scan of the categories is available.

PERIODS : [1] Current period
[2] Periods 1 through 6 (the default).
[3] Periods 7 through 12.
Make the appropriate selection.

PROCEED WITH PRINT? : Y/N
Press **[Enter]** to accept the selections or enter [N] to enable changes to be made. The **[Esc]** key will end the program.

CO - 01 - TECHNOLOGIES INCORPORATED JOB COSTING - COST CATEGORY REPORT DATE 98/05/11 @ 11:19 PAGE 1
BR - 01 - CAPE TOWN JC78 11/003 PERIOD - 10

OPTIONS: FROM CATG ALL TO CATG END PERIOD CURRENT PRINT DIVERSIONS: Y DIVERSIONS ONLY: N

CATG	DESCRIPTION	GL ACCOUNT	DESCRIPTION	DIVERSION?	DEBIT	CREDIT
	SUNDRY JOB COST CATEGORY	7340/00/000/00	Sundry Expenses	N	510.00	0.00
1000	LABOUR COSTS - HOUSING	7340/00/000/00	Sundry Expenses	N	520.25	0.00
1100	COMPUTER USAGE	7180/00/000/00	Lease Payments	N	3600.00	0.00
1200	CASUAL LABOUR	7300/10/000/00	Salaries & Wages	N	0.00	0.00
2000	LABOUR COSTS - MALLS	7340/00/000/00	Sundry Expenses	N	650.56	0.00
2100	DRAWING EQUIPMENT	7180/00/000/00	Lease Payments	N	0.00	0.00
3000	LABOUR COSTS - ROAD BUILDING	7340/00/000/00	Sundry Expenses	N	13.50	0.00
					5294.31	0.00
	GRAND TOTAL				5294.31	0.00

* * * E N D O F R E P O R T * * *

JC78 - Cost Category report

REPORT TYPE 2

```
JOB COSTING - COST CATEGORY REPORT                                  JC78  11/001
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                               PERIOD -  10

REPORT TYPE             [3]           1 - CATEGORY LEVEL
                                      2 - JOB  LEVEL
                                      3 - JOB /OP   LEVEL

PRINT DIVERSIONS? (Y/N) [N]

DIVERSIONS ONLY? (Y/N)  [N]

JOB /OP            FROM [FL1 /INST]
                     TO [FL1 /INST] OP   SCAN

PERIODS                 [1]           1 - CURRENT PERIOD
                                      2 - PERIODS 1 TO 6
                                      3 - PERIODS 7 TO 12

PROCEED WITH PRINT?     [Y]


F9 - PRINT OPTIONS, F10 - CO/BR, ESC - EXIT
```

REPORT TYPE : 1 digit
Enter [2] in the report type field to print category totals for those jobs assigned to analyse level 1 (job level) in program **JC30 - Job/Operation Maintenance**. The analysis level may be amended using program **JC32 - Cost Category Maintenance**.

PRINT DIVERSIONS? : Y/N
[Y] to include categories set up as diversions in program **JC32 - Cost Category Maintenance**. [N] to exclude diversions.

DIVERSIONS ONLY? : Y/N
[Y] to exclude categories not set up as diversions in program **JC32 - Cost Category Maintenance**.
[N] to print all categories.

FROM JOB :

TO JOB : The default is all jobs or enter the starting and ending job range.

PERIODS : [1] Current period
[2] Periods 1 through 6 (the default).
[3] Periods 7 through 12.
Enter the appropriate selection.

PROCEED WITH PRINT? : Y/N
Press **[Enter]** to accept the selections or enter [N] to enable changes to be made. The **[Esc]** key will end the program.

REPORT TYPE 3

```
JOB COSTING - COST CATEGORY REPORT                                  JC78  11/001
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                                PERIOD -  10

REPORT TYPE             [3]           1 - CATEGORY LEVEL
                                      2 - JOB  LEVEL
                                      3 - JOB /OP   LEVEL

PRINT DIVERSIONS? (Y/N) [N]

DIVERSIONS ONLY? (Y/N)  [N]

JOB /OP            FROM [FL1 /INST]
                     TO [FL1 /INST] OP   SCAN

PERIODS                 [1]           1 - CURRENT PERIOD
                                      2 - PERIODS 1 TO 6
                                      3 - PERIODS 7 TO 12

PROCEED WITH PRINT?     [Y]


PRINTING...01-01-FL1 -INST
```

REPORT TYPE : 1 digit
Enter [3] in the report type field to print category totals for those jobs assigned to analyse level 2 (job level) in program **JC30 - Job/Operation Maintenance**. The analysis level may be amended using program **JC32 - Cost Category Maintenance**.

PRINT DIVERSIONS? : Y/N
[Y] to include categories set up as diversions in program **JC32 - Cost Category Maintenance**. [N] to exclude diversions.

DIVERSIONS ONLY? : Y/N
[Y] to exclude categories not set up as diversions in program **JC32 - Cost Category Maintenance**. [N] to print all categories.

FROM JOB/OPERATION :

TO JOB/OPERATION : The default is **all** jobs and operations or enter the starting and ending job/operation range.

PERIODS : [1] Current period
[2] Periods 1 through 6 (the default).
[3] Periods 7 through 12.

PROCEED WITH PRINT? : Y/N
Press **[Enter]** to accept the selections or enter [N] to enable changes to be made. The **[Esc]** key will end the program.

6.11 WORK CENTRE PRODUCTIVITY - JC79

This is a specialised report which details employees' productivity levels. In order to use this, you must enter employee numbers for work centres in **JC35 - Work Centre Maintenance**, and their names in the description field. The 'STD. HOURS' field must also be completed for each employee.

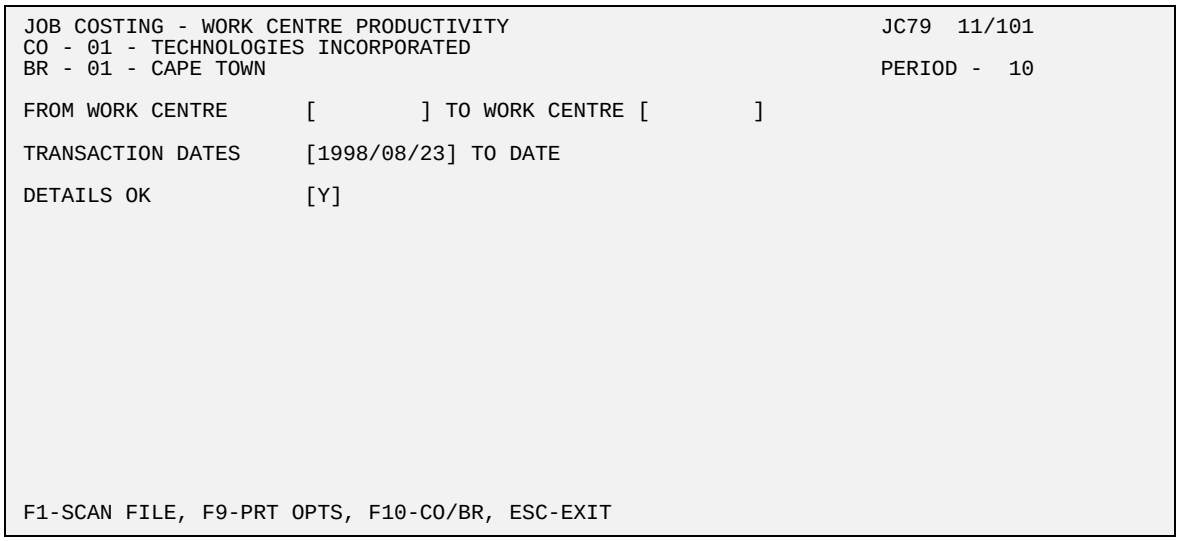
The report will print details as below.

(Work Centre) Employee Name	Standard hours per week	Actual hours	Overtime hours	Idle time	Productivity Percentage	Productivity % (including overtime)
Work Centre code and description	Read from the Work Centre file	Hours booked to the work centre as entered in JC10 as 'Run time'	Hours booked to the work centre as entered in JC10 as 'Setup time'	(a-b)	(b/a)*100	([b+c]/a)*100

Enter JC79 to select the program.

The Report Destination, Company/Branch combination and Report date may be optionally selected. Please see the GETTING STARTED section at the beginning of this user guide.

Level 1



FROM WORK CENTRE :

TO WORK CENTRE : Enter the start and end range or press **[Enter]** in both fields for the full range to be selected for printing.

TRANSACTION DATES :

TO DATE : Enter the date range for which transactions are to be selected.

The report will print as per the example on the next page.

```
CO - 01 - TECHNOLOGIES INCORPORATED      JOB COSTING - WORK CENTRE PRODUCTIVITY                    DATE  98/11/22 @ 16:49 PAGE      1  BR - 01 - CAPE TOWN
                                                                                  JC79  80/101     PERIOD - 10  ----------------------------------------------
-------------------------------------------------------------------------------
OPTIONS : FROM WORK CENTRE ALL      TO WORK CENTRE END              01/01/01 TO 93/11/22
WORK CENTRE                              STD. HOURS           RUN    OVERTIME            IDLE        PROD %    TOT PROD %
-------------------------------------------------------------------------------------------------------------------------

1001    J. WOODS
92/02/27  WED 18/3    FL1   PLAN  00010                    0.0000
92/02/27  WED 18/3    FL1   PLAN  00010                   10.0000
                                                        ------------  ------------
                                         15.0000       10.0000        0.0000        5.0000         66.67


1002    F. EDWARDS
92/02/27  WED 18/3    FL1   PLAN  00010                    0.0000
92/02/27  WED 18/3    FL1   PLAN  00010                   10.0000
                                                        ------------  ------------
                                          0.0000       10.0000        0.0000       10.0000-      1000.00


1003    A. ADAMS
93/11/17  ABBY        A2                                  30.0000
                                                        ------------  ------------
                                         40.0000       30.0000        0.0000       10.0000         75.00


1004    B. JONES
                                                        ------------  ------------
                                         45.0000        0.0000        0.0000       45.0000          0.00


1005    HGB VAN ZYL
93/11/16              R-19  1                           40.0000
93/11/16              R-20  1                                         10.0000
93/11/16              X-99  1                           20.0000
93/11/16              Bbds  2                                         10.0000
                                                        ------------  ------------
                                         45.0000       60.0000       20.0000       15.0000-       133.33        177.78


1006    K.L. SUMNER
93/11/16              B-p87 1
93/11/16              CN-01 1                           40.0000
                                                        ------------  ------------
                                         45.0000       40.0000                      5.0000         88.89


1007    MD GRANGER
93/11/16              BOK   1                           40.0000
                                                        ------------  ------------
                                         15.0000       40.0000        0.0000       25.0000-       266.67


                                        * * *  E N D   O F   R E P O R T  * * *
```

JC79 - Work Centre Productivity

6.12 AUDIT TRAIL - CURRENT - JC80

The program prints a Job Costing audit trail with a number of option levels.

Enter JC80 to select the program.

The Report Destination, Company/Branch combination and Report date may be optionally selected. Please see the GETTING STARTED section at the beginning of this user guide.

```
JOB COSTING - AUDIT TRAIL                                          JC80  11/002
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                              PERIOD -  10

REPORT SEQUENCE             [1]             1 - BY JOB /OP
                                            2 - BY PERIOD
                                            3 - BY DATE
                                            4 - BY TRANSACTION
                                            5 - BY CATEGORY
                                            6 - BY WORKCENTRE
JOB                    FROM [    ]
                         TO [    ]

TRANSACTION DATE       FROM [98/01/27]
                         TO [98/02/27]

COST OPTION                 [1]             1 - ACTUAL COSTS
                                            2 - STANDARD COSTS
                                            3 - SALES
PRINT SUBTOTAL? (Y/N)       [Y]

DETAILS OK? (Y/N)           [Y]

F9 - PRINT OPTIONS, F10 - CO/BR, ESC - EXIT
```

Level 1

REPORT SEQUENCE : [1] By Job/Operation
[2] By Period
[3] By Date
[4] By Transaction
[5] By Category
[6] By Work centre
Enter one of the above to select the sequence in which transactions are to be printed.

JOB/PERIOD/TRANSACTION/ CATEGORY/ WORK CENTRE : Depending on the selection made above, one of these ranges will be presented for entry. Either enter a start and end range or press **[Enter]** in both fields for the full range to be selected for printing.

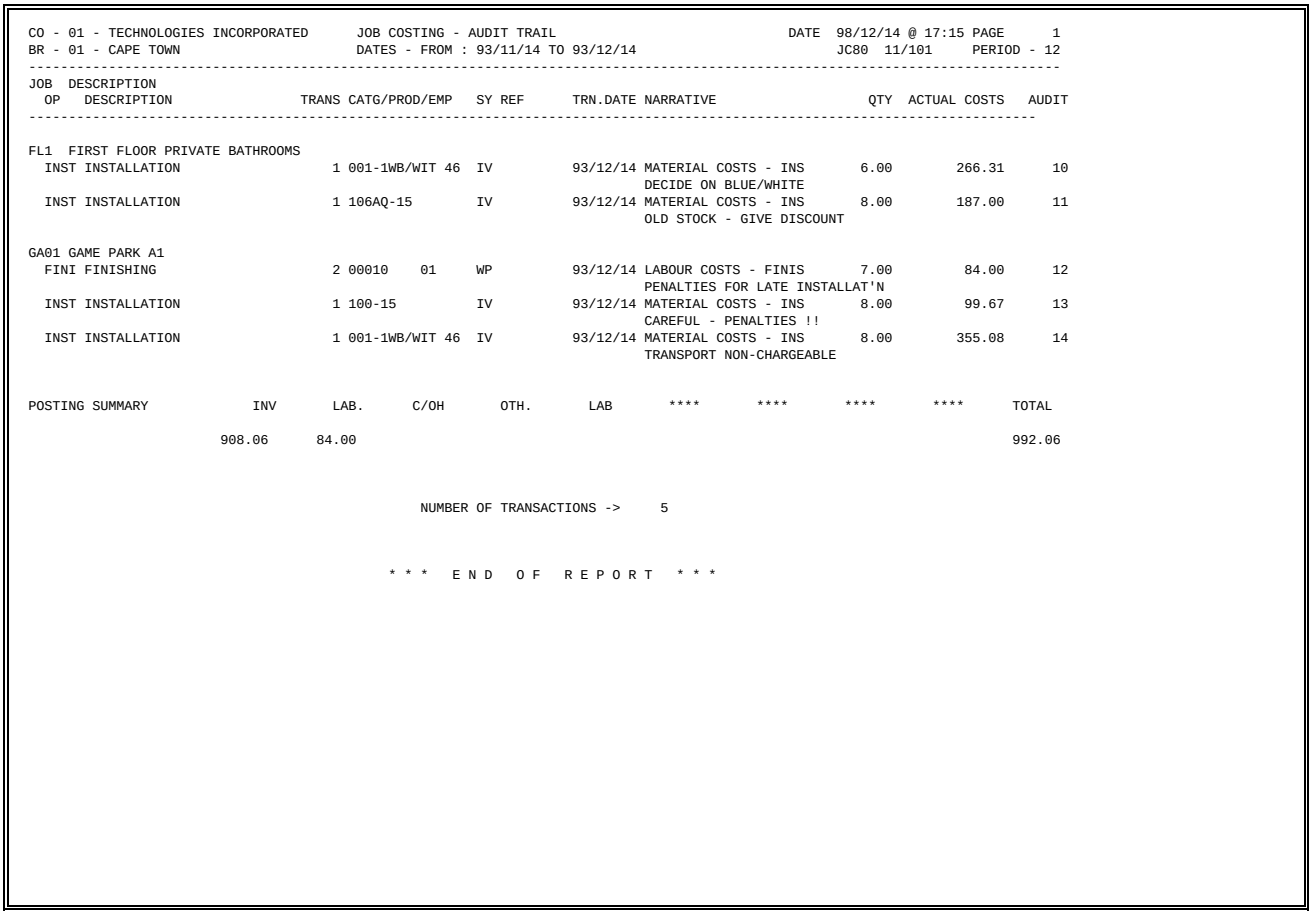
TRANSACTION DATE FROM-TO : From date.
Enter the date (DD/MM/CCYY) from which the audit trail is to start printing. The default date is the current date

: To date.
Enter the last date (DD/MM/CCYY) to be included in the audit trail. The default date is one month greater than the from date.

COST OPTION : [1] Actual Costs
[2] Standard Costs
[3] Sales value
Enter one of the above to indicate which value is to be printed on individual transactions.

PRINT SUBTOTAL? (Y/N) : Y/N
Enter [Y] if subtotals are to be printed at each break in the report sequence. For example, if option 6 - Work centre was selected for the report sequence, [Y] in this field will cause a subtotal to print at the end of each work centre's transactions.

DETAILS OK? Y/N
Press **[Enter]** to accept the selections or enter [N] to enable changes to be made. The **[Esc]** key will end the program.



```
CO - 01 - TECHNOLOGIES INCORPORATED      JOB COSTING - AUDIT TRAIL                              DATE  98/12/14 @ 17:15 PAGE      1
BR - 01 - CAPE TOWN                      DATES - FROM : 93/11/14 TO 93/12/14                          JC80  11/101     PERIOD - 12
-------------------------------------------------------------------------------------------------------------------------------
JOB  DESCRIPTION
  OP   DESCRIPTION               TRANS CATG/PROD/EMP   SY REF      TRN.DATE NARRATIVE                   QTY  ACTUAL COSTS   AUDIT
-------------------------------------------------------------------------------------------------------------------------------

FL1  FIRST FLOOR PRIVATE BATHROOMS
  INST INSTALLATION                 1 001-1WB/WIT 46  IV          93/12/14 MATERIAL COSTS - INS       6.00        266.31      10
                                                                           DECIDE ON BLUE/WHITE
  INST INSTALLATION                 1 106AQ-15        IV          93/12/14 MATERIAL COSTS - INS       8.00        187.00      11
                                                                           OLD STOCK - GIVE DISCOUNT

GA01 GAME PARK A1
  FINI FINISHING                    2 00010    01     WP          93/12/14 LABOUR COSTS - FINIS       7.00         84.00      12
                                                                           PENALTIES FOR LATE INSTALLAT'N
  INST INSTALLATION                 1 100-15          IV          93/12/14 MATERIAL COSTS - INS       8.00         99.67      13
                                                                           CAREFUL - PENALTIES !!
  INST INSTALLATION                 1 001-1WB/WIT 46  IV          93/12/14 MATERIAL COSTS - INS       8.00        355.08      14
                                                                           TRANSPORT NON-CHARGEABLE


POSTING SUMMARY             INV       LAB.      C/OH       OTH.       LAB       ****       ****       ****       ****      TOTAL

                         908.06      84.00                                                                              992.06


                                          NUMBER OF TRANSACTIONS ->     5


                                      * * *  E N D  O F  R E P O R T  * * *
```

JC80 - Audit Trail - Current

6.13 AUDIT TRAIL - HISTORY - JC81

The program prints a Job Costing audit trail from the archived transactions with a number of option levels.

Enter JC81 to select the program.

The Report Destination, Company/Branch combination and Report date may be optionally selected. Please see the GETTING STARTED section at the beginning of this user guide.

Level 1

```
JOB COSTING - AUDIT TRAIL - HISTORY                                  JC81  11/104
CO - 01 - TECHNOLOGIES INCORPORATED
BR - 01 - CAPE TOWN                                                  PERIOD -  07

REPORT SEQUENCE             [1]             1 - BY JOB /OP
                                            2 - BY PERIOD
                                            3 - BY DATE
                                            4 - BY TRANSACTION
                                            5 - BY CATEGORY
                                            6 - BY WORKCENTRE
JOB                    FROM  [    ]
                         TO  [    ]

TRANSACTION DATE       FROM  [98/04/11]
                         TO  [98/05/11]

COST OPTION                 [1]             1 - ACTUAL COSTS
                                            2 - STANDARD COSTS
                                            3 - SALES
PRINT SUBTOTAL? (Y/N)       [Y]

DETAILS OK? (Y/N)           [Y]

F9 - PRINT OPTIONS, F10 - CO/BR, ESC - EXIT
```

REPORT SEQUENCE : [1] By Job/Operation
[2] By Period
[3] By Date
[4] By Transaction
[5] By Category
[6] By Work centre
Enter one of the above to select the sequence in which transactions are to be printed.

JOB/PERIOD/TRANSACTION /CATEGORY /WORK CENTRE : Depending on the selection made above, one of these ranges will be presented for entry. Either enter a start and end range or press **[Enter]** in both fields for the full range to be selected for printing.

TRANSACTION DATE
FROM-TO : From date.
Enter the date (DD/MM/CCYY) from which the audit trail is to start printing. The default date is the current date
: To date.
Enter the last date (DD/MM/CCYY) to be included in the audit trail. The default date is one month greater than the from date.

COST OPTION : [1] Actual Costs
[2] Standard Costs
[3] Sales value
Enter one of the above to indicate which value is to be printed on individual transactions.

PRINT SUBTOTAL? (Y/N) : Y/N
Enter [Y] if subtotals are to be printed at each break in the report sequence. For example, if option 6 - Work centre was selected for the report sequence, [Y] in this field will cause a subtotal to print at the end of each work centre's transactions.

PROCEED WITH PRINT? : Y/N
Press **[Enter]** to accept the selections or enter [N] to enable changes to be made. The **[Esc]** key will end the program.

This report looks exactly like that produced by **JC80 - Audit Trail - Current.**

APPENDIX A

A.1 JOB COSTING RECORD STRUCTURE

The method of operation can be split into two main phases -

- Planning/Estimating stage
- Posting phase

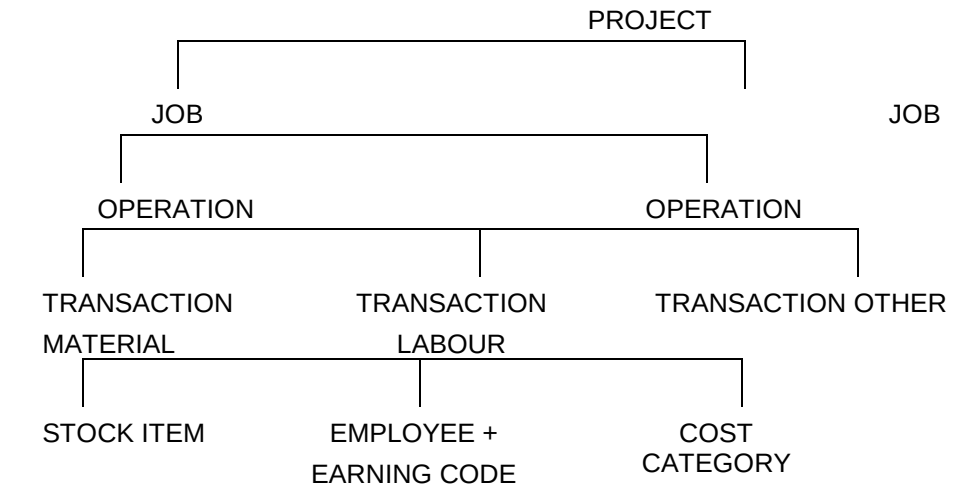
The costs reflected by the JC system can therefore be categorised into these two phases as-

- Estimated costs
- Posted costs

1. PLANNING/ESTIMATING PHASE

- Planning - You may optionally bypass this phase only using the Job Costing system to open a job and record actual expenses against this job. In this case please note that estimated costs and all associated calculated costs such as Suggested Sales and Expected Profits will be zero.
- Estimating - If this option is selected you may chose, for each specific job, the level at which estimation is to be done.

RECORD STRUCTURE



JOB LEVEL	Total estimates are captured for up to nine transaction types at the job level.
TRANSACTION LEVEL	Estimates are captured for each transaction type within an operation which forms a SUBSET of a job.
ITEM LEVEL	Estimates are captured at the highest level for each specific POSTED COST item.

NOTE : You may also specify whether operations are to be used for each job. If operations are not specified then estimating can obviously only be done up to job level.

1.FEATURES

The Estimating screen in **JC30 - Job/Operation Maintenance** has been designed to assist you with your estimations.

The *top half* of the screen displays details of the job and operation transaction and the item (depending on the level selected) for which you require estimation.

The *lower left hand* side of the screen displays a worksheet where estimates are captured.

The *lower right hand* screen serves as an 'enquiry window' allowing you to use the **[F5]** toggle key to view 'estimated', 'committed' and 'actual' costs at Job, Transaction and Operation levels.

NOTE : These costs may also be categorised into the various classes and transaction types.

2. POSTING PHASE

During this phase, costs are posted to the various jobs from within the JC module or from linked modules such as Purchase Ordering or Sales Order Processing.

These 'posted' costs may be broken down into three main categories -

- Committed costs
- Actual costs
- Billed costs

Committed costs

These reflect order amounts and are posted to the specific job when -

a. an order is created in the PO module

b. an order is created in the SP module

c. an "order" posting is done in program **JC10 - Job Cost Input**.

Actual Costs

These reflect actual expenditure posted to the specific job via

a. **JC92 - PO Updates to Job** (calls **PO92 - Batch Posting to Accounts Payable**) - picks up all received orders from PO module.

b. **JC91 - SP Updates to Job** (calls program **SP91 - Interface to AR and SA**) - picks up all invoiced orders from the SP module.

c. **JC10 - Job Cost Input** - post "actual costs".

Billed Costs

These reflect billed amounts (updates Accounts Receivable via Sales Order Processing) and are posted to Job Costing in a batch via program **JC91 - SP Updates to Job** (calls program **SP91 - Interface to AR and SA**).

NOTE : If you run program JC10 - Job Cost Input to perform these postings, then you may now select whether to post directly to a specific job or to do postings in batch mode.

POSTING AND UPDATING OF COSTS

1. Committed Costs

◊ The Job Masterfile (JCMAST) is read and the posted amount is added to the committed cost for the job.

◊ The Job Operations File (JCOPRN) is read at the level specified on the Job Masterfile. If an operation record is not found and the program JC00 'CREATE OPERATIONS' option is set, then an operation record is created with zero estimates and the posted amount added to the committed cost for the operation. If the operation existed then the posted amount is added to the committed cost for the operation.

◊ If the JC00 'CREATE TRANSACTIONS FOR COMMITTED COSTS' option is set then a transaction record will be written to the History File (JCHIST).

2. Actual Costs

◊ The Job Masterfile (JCMAST) is read to obtain job details.

◊ The Job Categories File (JCANAL & DESCRIP) is read to obtain category details and standard costs for the specific category.

◊ The ***Standard Cost*** is calculated using the actual quantity posted and the standard rate.

◊ The Work Centre File (JCWORK) is read and calculated overheads are computed.

- The Job Operation File (JCOPRN) is read at the level specified on the Job Masterfile. If an operation record is not found and the JC00 'CREATE OPERATIONS' option is set, then an operation record is created with zero estimates.

  The actual quantity, rate, amount and calculated overheads; together with standard rate, amount and calculated overheads are updated for the operation.

  If the JC00 reduce committed costs option is set then the actual amount posted is deducted from the committed cost for the operation.

- The Job Masterfile (JCMAST) is then updated where the actual amount is added to the MTD, YTD and cumulative actual amounts for the specific transaction type. The calculated standard amount is likewise added to the MTD, YTD and cumulative amounts. Calculated overheads are added to the dedicated calculated overheads transaction type.

  Percentage complete and cost to complete fields are then re-calculated and updated for the job. If the JC00 "REDUCE COMMITTED COSTS" option is set then the actual amount posted is deducted from the committed cost for the job.

- The Job Category File (JCANAL) is updated with the actual amount posted. Each category specified for overheads in the work centre file are then updated with the calculated overhead.

- A transaction record is then written to the History File (JCHIST).

- System totals are then updated on the System File (FCODET).

A.2 INTERIM BILLING WITH AUTO ALLOCATION

This facility becomes operative when the options [4] Customer invoice entry and [5] Customer credit note entry HAVE been selected in program **JC19 - Contract Input**. Effectively, these two options call program SP15/SP16 and program SP17/SP18 respectively, which in turn, call program **SP10 - Order Entry**.

After a specific job has been selected in program **SP10 - Order Entry**, the indicator stored on the Job Costing system record is checked to see whether automatic allocation applies. If it does then you are given the opportunity to perform auto allocation or enter selective line items.

If you have selected auto allocation, then you are forced to enter a non-stock item line. At this stage you enter the total quantity to order, the quantity to supply (which will be distributed pro-rata), the selling price, discount and cost price.

The system will check all valid operations that exist for the selected job. Only operations with transaction classes of "material usage" or "other" and that are in an *active* status will be considered.

Effectively each item line is created for each operation that is selected under the above-mentioned criteria.

Once this auto allocation is complete the "created" item lines are displayed on the screen. You may now change them if you need to but you may NOT add any new lines.

You may also reject an automatically created line and change back to selectively keying in item lines.

The quantity per item is calculated according to a dedicated formula entered in the System Utilities module - program **SU37 - Formula Maintenance**.

NOTE : If no formula exists then the system defaults to using the pro-rata percentages stored per operation.

These percentages are automatically calculated in program **JC96 - Operations Activate** by using the dedicated formula. If the formula does not exist then the pro-rata percentage is calculated as - the total operation estimate as a percentage of the total job estimate.

Each item line created on a pro-rata basis will have a non-print indicator.

Rounding caused by pro-rata calculation will be put into the last operation item line record.

EXAMPLE

CODE	QUANTITY ORDERED	TO SUPPLY	COST PRICE	SELL PRICE	DISC %	NET AMOUNT	T	Y
Non-stock	100	99	0.89	2.52	30.00	174.64	O	Y
Operation 1	0	50	44.50	88.20			O	
Operation 2	0	27	24.03	47.63			O	
Operation 3	0	22	19.58	38.81			O	
		99	88.11	174.64				

A.3 SUPERSESSIONS

Supersessions are treated in a uniform manner across all Titan applications.

Titan deals with two types of supersessions. The first is a 'Date' type. This will mean that from a certain date a product should no longer be used but its supersession should be used. The second type is a 'Zero quantity' type. This means that the supersession will come into play once the quantity of the superseded item is zero and is date independent.

Superseded items and their supersessions are entered in the Inventory system using program **IV34 - Alternative/Supersessions Maintenance.**

Program **IV00 - System Record Maintenance**, is also used. Look at the screen called 'INVENTORY TRANSACTION PARAMETERS', there are two columns which pertain to Supersessions. The first is called 'SUPERSESSIONS AUTO OPTION' and the second 'PASSWD'.

The first allows you to specify an automatic action to be taken on the different transaction types, when the system detects that an item has been superseded. In the absence of a specified action, the input programs will stop and wait for operation intervention. The possible actions are as follows;

1. Continue as though there is no supersession and process on the old item.
2. Supply the available quantity on the old item and ignore the remainder.
3. Supply the available quantity on the old item and the remainder for the supersession.
4. Supply everything on the supersession item.

We suggest that options be allowed as below although this is not mandatory.

Option / Transaction Type	Receipts	Issues	Adjustments	Transfers	Goods received	Invoice for Goods received
Option 1	Y	Y	Y	N	Y	Y
Option 2	N	Y	N	N	N	N
Option 3	N	Y	N	N	N	N
Option 4	Y	Y	N	N	Y	Y

If the field is left blank, a second prompt will be displayed. This requires an [N] in any or all of the 4 positions which correspond to the options above. An [N] in any position indicates that this specific option will not be available to an operator at entry stage.

The second new column expects a Y/N response. This is to indicate whether a supervisor password will be required when action is specified at transaction capture stage. This will be used by the individual Titan applications as follows ;

JOB COSTING

The following programs will check the options set in program **IV00 - System Record Maintenance** for **Issue** parameters and will take suitable action or prompt for operator and/or supervisor intervention.

JC10 - JOB COST INPUT

JC19 - CONTRACT INPUT

JC20 - JOB TEMPLATE INPUT

JC21 - JOB MAINTENANCE - FAST MATERIALS INPUT

JC22 - JOB COST INPUT - FAST MATERIALS INPUT

JC30 - JOB/OPERATION MAINTENANCE

The following programs will check the options set in program **IV00 - System Record Maintenance** for **Receipt** parameters and will take suitable action or prompt for operator and/or supervisor intervention.

JC17 - CONTRACT INPUT - PURCHASE ORDER

JC18 - CONTRACT INPUT - DEMAND PURCHASE ORDER

Program **JC99 - Update Template Supersessions** allows you to update all superseded items on your templates with the relevant supersessions. Where the supersession already exists as a line item on the template, a warning will be given on the resulting audit trail and you will have to update the template manually - deleting the superseded item and updating the required qty of the supersession.

SALES ORDER PROCESSING

The following programs will check the options set in program **IV00 - System Record Maintenance** for **Issue** parameters and will take suitable action or prompt for operator and/or supervisor intervention. The option selected will be saved on the ORDERS file.

SP10 - ORDER ENTRY

SP11 - ORDER REVIEW

SP19 - DEMAND ORDER ENTRY

The following programs will check the options set in program **IV00 - System Record Maintenance** for **Issue** parameters and will take suitable action or prompt for operator and/or supervisor intervention.

SP15 - BATCH INVOICE ENTRY

SP16 - DEMAND INVOICE ENTRY

SP17 - CREDIT NOTE ENTRY

SP18 - DEMAND CREDIT NOTE ENTRY

SP40 - BATCH ORDER CAPTURE

The following programs will check the options set in program **IV00 - System Record Maintenance** for **Transfer** parameters and will take suitable action or prompt for operator and/or supervisor intervention.

SP20 - BRANCH ORDER ENTRY

SP21 - BRANCH ORDER REVIEW

When the following programs are run, the system checks to see if any supersession decisions were taken in program **SP10 - Order Entry**, program **SP11 - Order Review** or program **SP20 - Branch Order Entry**, or program **SP21 - Branch Order Review**. If so, it uses the record as it stands. If no check has been performed yet and the item has been superseded, the transfer does not take place and the relevant review programs must be used to change the records with supersessions.

SP14 - ORDER RELEASE
SP78 - ORDER RELEASE AND PRINT
SP24 - BRANCH ORDER RELEASE

Program **SP45 - Batch Invoice Capture** does not check for supersessions at all, but use the records as they stand.

Program **SP61 - Back Order Delete or Amend** and program **SP67 - Back Order Report** both give a message when an item has been superseded.

Program **SP69 - Back Order Release** ignores superseded items and does not transfer them to orders.

Program **SP90 - Update Orders with Supersessions** may be used to update outstanding orders with supersessions.

INVENTORY CONTROL

Program **IV00 - System Record Maintenance** must be set for the Automatic and Supervisor Password options as described.

Program **IV34 - Alternative/Supersessions Maintenance** allows you to maintain supersessions. Please refer to the **Maintenance** section of the Inventory User Guide for more information.

Program **IV10 - Issues/Receipts/Adjustments/Transfers** will check the **IV00 - System Record Maintenance** parameters and will take suitable action or prompt for operator and/or supervisor intervention.

Program **IV21 - Interface to Point of Sale** and program **IV40 - Batch input into IV from flatfile** take the action specified in program **IV00 - System Record Maintenance**. If no automatic option has been specified, the item will be ignored but a warning will be printed on the report.

PURCHASE ORDERING

The following programs will check the options set in program **IV00 - System Record Maintenance** for **Receipt** parameters and will take suitable action or prompt for operator and/or supervisor intervention.

PO10 - ORDER INPUT
PO16 - PURCHASE ORDER ADJUSTMENTS
PO11 - ORDER AMENDMENT
PO17 - DIRECT RECEIPT OF GOODS

The following programs will give a warning that an item has been superseded. If you wish to receive on the new item, you will have to make the change in PO11.

PO13 - INPUT OF GOODS RECEIVED PO15 - INPUT OF GOODS AND INVOICE

The following program also gives a warning. However this means that the item was received under the superseded (old) number and therefore it should be invoiced to the same.

PO14 - INVOICE FOR GOODS RECEIVED

Program **PO94 - Update Order Supersessions** allows you to optionally update Purchase Orders, Recommended Orders, Standing or Temporary Orders with supersessions. No partially received/invoiced orders will be changed.

Please note that none of the programs in the PO4 - RECOMMENDED ORDERS MODULE will allow you to use superseded items.

APPENDIX B

B1. DEFINITION OF FORM TYPE JC

You must decide which of the available details you wish to print on your requisition form.

This form is produce by program **JC73 - Requisition Notes**.

You will define these forms in program **SU35 - Customised Form Maintenance**. Refer to the System Utilities User Guide for general information.

It is advisable to print and file a copy of each form created. This will prove useful if for any reason the forms have to be recreated.

When you have selected form type **JC** the first set up screen is displayed.

GENERAL DATA - JOB COSTING - SOFT FORMS

This section defines the dimensions of the form. The system will ensure that details for the various sections do not fall outside the parameters defined here.

```
SYSTEM UTILITIES - CUSTOMISED FORM MAINTENANCE                    SU35  11/001

GENERAL DATA - JOB COSTING - SOFT FORMS

DESCRIPTION                                [JOB CARD PRINT      ]

FORM LENGTH (Lines):                       [066]

FORM WIDTH (Columns):                      [132]

START OF BODY:                             [010]
END   OF BODY:                             [040]


SUMMARY:        HEADER:         Line 001 to 009

                BODY:           Line 010 to 040

                TRAILER:        Line 041 to 066

IS THE ABOVE INFORMATION CORRECT? (Y/N)    [Y]

F1 - NEXT, F3 - ACCEPT, F8 - DELETE, F9 - PRINT, F10 - NEXT FORM, ESC - EXIT
```

DESCRIPTION : 20 characters
Enter a form description to identify this document.

FORM LENGTH (Lines) : 3 digits
Enter the total number of lines that can be printed on one page of your stationery. For instance enter 66 if your form is 11 inches long and your printer is set to print 6 lines to the inch.

FORM WIDTH (Columns) : 3 digits
Enter the number of columns across your form. For instance 120 columns for a 12 inch form printing 10 characters to the inch.

START OF BODY : 3 digits
Enter the starting line on which the body of the requisition form begins, that is where transaction lines will start printing.

END OF BODY : 3 digits
Enter the last line on which transactions are to be printed, before the printer has to skip to a new page, or before trailer information will start printing.

The following summary information is calculated by the system. Ensure that it is accurate and press **[Enter]** or **[F1]** to proceed to the next level.

HEADER	:	Line 999 to 999
BODY	:	Line 999 to 999
TRAILER	:	Line 999 to 999

HEADER DETAILS

Header detail screens will be presented until all header information has been specified. Only then will the detail screens be presented.

In each case below, we give you the maximum length of the field to be printed. We display this immediately after the prompt.

You will notice that there are two fields next to each numeric field, namely DGT and DEC, depicted for instance as [07][02]. The first figure represents the size of the whole number and the second the size of its decimal. These indicate the default field size the program will use when printing the forms. You may change these if you wish. Remember that if you specify the size as 7.2, this field will use 11 characters when it is printed as it includes a decimal and a sign.

The DGT field is also used on alpha fields where you wish to print less than the maximum number of characters of a field. The default is zero (0) which indicates the maximum should be printed, if you wish to print fewer characters, enter the number in his field.

Where you do not have enough space on your stationery for the total size of the field, decrease this to the maximum you will hold on file.

HEADER 1 - JOB COSTING - SOFT FORMS

```
SYSTEM UTILITIES - CUSTOMISED FORM MAINTENANCE                    SU35  11/001

HEADER 1 - JOB COSTING - SOFT FORMS            LINE  COLMN DGT/DEC

COMPANY                                        [   ] [   ]
COMPANY DESCRIPTION                            [001] [001]
BRANCH                                         [   ] [   ]
BRANCH DESCRIPTION                             [002] [001]
TODAY'S DATE                                   [001] [120]
PROJECT                                        [   ] [   ]
PROJECT DESCRIPTION                            [   ] [   ]
JOB                                            [002] [040]
JOB DESCRIPTION                                [002] [046]
QUOTED AMOUNT ON JOB                           [002] [120] [07][2]
DEBTORS COMPANY                                [   ] [   ]
DEBTORS COMPANY DESCRIPTION                    [   ] [   ]
DEBTORS BRANCH                                 [   ] [   ]
DEBTORS BRANCH DESCRIPTION                     [   ] [   ]
DEBTOR NUMBER                                  [   ] [   ]
DEBTOR NAME                                    [   ] [   ]
JOB START DATE                                 [004] [120]
JOB END DATE                                   [005] [120]
IS THE ABOVE INFORMATION CORRECT? (Y/N)      [Y]
F1-NEXT, F2-PREVIOUS, F3-SAVE, F8-DELETE, F9-PRINT, F10-NEXT FORM, ESC-EXIT
```

COMPANY : 2 digits
The number of the Company which is issuing the requisition.

COMPANY DESCRIPTION : 30 characters
The name of the company associated with the number above.

BRANCH : 2 digits
The number of the Branch issuing the requisition.

BRANCH DESCRIPTION : 30 characters
The name of the Branch associated with the number above.

TODAY'S DATE : DD/MM/CCYY
The date entered when generating the requisition.

PROJECT : 4 characters/digits depending on the definition in program JC00 - System Record Maintenance.
The project code for which items are requisitioned.

PROJECT DESCRIPTION : 30 characters.
The description associated with the code above. These are set up and maintained in program SU31 - Descriptions File Maintenance under type JP.

JOB	:	4 characters/digits depending on the definition in program JC00 - System Record Maintenance. The job number for which items are requisitioned.
JOB DESCRIPTION	:	30 characters This will be read from the job masterfile.
QUOTED AMOUNT ON JOB	:	9.2 digits This is the total amount quoted for the job and will be read from the job masterfile.
DEBTORS COMPANY	:	2 digits The number of the Company where the details of the debtor for whom the job is done, are held.
DEBTORS COMPANY DESCRIPTION	:	30 characters The description associated with the number above.
DEBTORS BRANCH	:	2 digits The number of the Branch where the details of the debtor for whom the job is done, are held.
DEBTORS BRANCH DESCRIPTION	:	30 characters The description associated with the number above.
DEBTORS NUMBER	:	6 characters The account number of the debtor for whom the job is done.
DEBTORS NAME	:	30 characters The name of the debtor will be read from the debtors masterfile.
JOB START DATE	:	DD/MM/CCYY The start date for the job as entered in program **JC30 - Job/Operation Maintenance**.
JOB END DATE	:	DD/MM/CCYY The end date for the job as entered in program **JC30 - Job/Operation Maintenance**.

HEADER 2 - JOB COSTING - SOFT FORMS

```
SYSTEM UTILITIES - CUSTOMISED FORM MAINTENANCE                    SU35  11/001

HEADER 2 - JOB COSTING - SOFT FORMS            LINE  COLMN DGT/DEC

JOB STATUS                                     [   ] [   ]
COST OF BILLED AMOUNT                          [   ] [   ] [  ][ ]
PROFIT                                         [   ] [   ] [  ][ ]
PROFIT PERCENTAGE                              [   ] [   ] [  ][ ]
PERCENTAGE COMPLETE                            [   ] [   ] [  ][ ]
TOTAL ESTIMATED COST                           [   ] [   ] [  ][ ]
TOTAL ESTIMATED SALES                          [   ] [   ] [  ][ ]
TOTAL ACTUAL SALES                             [   ] [   ] [  ][ ]
DEBTORS ADDRESS
  ADDRESS 1                                    [   ] [   ]
  ADDRESS 2                                    [   ] [   ]
  ADDRESS 3                                    [   ] [   ]
  POST CODE                                    [   ] [   ]


REFERENCE                                      [   ] [   ]
REFERENCE VALUE                                [   ] [   ] [  ][ ]
TEMPLATE/COMPLETE/INVOICED STATUS              [   ] [   ]
IS THE ABOVE INFORMATION CORRECT? (Y/N)      [Y]
F1-NEXT, F2-PREVIOUS, F3-SAVE, F8-DELETE, F9-PRINT, F10-NEXT FORM, ESC-EXIT
```

QUANTITY REQUIRED : 7.2 digits
The number of jobs of the same nature to be done. This will be read from the masterfile record.

JOB STATUS : 1 character
The current status will be read from the job masterfile.

COST OF BILLED AMOUNT : 9.2 digits
The cost of the amount that has been billed.

PROFIT : 9.2 digits
This is calculated as the difference between the estimated cost and the price quoted.

PROFIT PERCENTAGE : 3.4 digits
This is the same as the above but expressed as a percentage.

PERCENTAGE COMPLETE : 3.2 digits
This is the total cost to date expressed as a percentage of the estimated cost.

TOTAL ESTIMATED COST : 9.4 digits
This is the total estimated cost of all the transaction types. This will be read from the job masterfile.

TOTAL ESTIMATED SALES : 9.2 digits
This is the total estimated sales of all the transaction types. This will be read from the job masterfile.

TOTAL ACTUAL SALES : 9.2 digits
This is the total actual sales of all the transaction types.

DEBTORS ADDRESS

ADDRESS 1 : 25 characters
This will be read from the debtors masterfile.

ADDRESS 2 : 20 characters
This will be read from the debtors masterfile.

ADDRESS 3 : 20 characters
This will be read from the debtors masterfile.

POST CODE : 15 characters
This will be read from the debtors masterfile.

REFERENCE : 8 characters
This is the user defined reference entered in **JC30 - Job/Operation Maintenance**.

REFERENCE VALUE : 9.2 digits
This field is used by program **JC13 - Create SP Invoice from Operations** for calculating the quantity of an operation to issue to SP. It implies the number of completed items this job creates.

TEMPLATE/COMPLETE/ INVOICED STATUS : 8 characters
This is an indicator showing whether the job is 'complete', a 'template', or 'invoiced'.

BODY DETAILS

Body detail screens will be presented until all body information has been specified. Only then will the trailer and title screens be presented.

Please refer to the Systems Utilities manual program **SU35 - Customised Form Maintenance** for more details regarding fonts and currency formatting.

BODY 1 - JOB COSTING - SOFT FORMS

```
SYSTEM UTILITIES - CUSTOMISED FORM MAINTENANCE                    SU35  11/001

BODY 1 - JOB COSTING - SOFT FORMS
                                                    COLMN DGT/DEC
OPERATION DETAILS
JOB NUMBER                                          [   ]
OPERATION NUMBER                                    [   ]
OPERATION DESCRIPTION                               [001]
OPERATION START DATE                                [   ]
OPERATION END DATE                                  [   ]
TRANSACTION TYPE                                    [   ]
TRANSACTION DESCRIPTION                             [035]
WORK CENTRE                                         [   ]
WORK CENTRE DESCRIPTION                             [   ]
STATUS                                              [120]
SCHEDULED                                           [   ]
ACTIVE                                              [   ]
CATEGORY                                            [   ]
CATEGORY DESCRIPTION                                [065]
EMPLOYEE/STOCK NUMBER                               [   ]
EMPLOYEE/STOCK DESCRIPTION                          [   ]

IS THE ABOVE INFORMATION CORRECT? (Y/N)      [Y]
F1-NEXT, F2-PREVIOUS, F3-SAVE, F8-DELETE, F9-PRINT, F10-NEXT FORM, ESC-EXIT
```

OPERATION DETAILS

JOB NUMBER : 4 characters/digits

OPERATION NUMBER : 4 characters/digits

OPERATION DESCRIPTION : 30 characters
This will be read from the job masterfile

OPERATION START DATE : DD/MM/CCYY
The start date as entered in program **JC30 - Job/Operation Maintenance**. This will be read from the job masterfile.

OPERATION END DATE : DD/MM/CCYY
The end date as entered in program **JC30 - Job/Operation Maintenance.** This will be read from the job masterfile.

TRANSACTION TYPE : 1 character
The transaction type relating to the operation.

TRANSACTION DESCRIPTION : 10 characters
The description associated with the type above.

WORK CENTRE : 8 characters
The work centre where the specific operation takes place.

WORK CENTRE DESCRIPTION : 30 characters
The description associated with the code above.

STATUS : 1 character
This is the job status as defined in **SU31 - Descriptions File Maintenance**, type 'JS' and entered in program **JC30 - Job/Operation Maintenance**.

SCHEDULED : Y/N
This will print the relevant indicator from the job masterfile.

ACTIVE : Y/N
This will print the relevant indicator from the job masterfile.

CATEGORY : 4 characters
The cost category as set up and maintained in program **JC32 - Cost Category Maintenance**.

CATEGORY DESCRIPTION : 30 characters
The description associated with the code above.

EMPLOYEE/ STOCK NUMBER : Up to 15 characters
This depends on whether the transaction is a labour or a material type.

EMPLOYEE/STOCK DESCRIPTION : 30 characters
The description associated with the code above.

BODY 2 - JOB COSTING - SOFT FORMS

```
SYSTEM UTILITIES - CUSTOMISED FORM MAINTENANCE                    SU35  11/001

BODY 2 - JOB COSTING - SOFT FORMS
                                        FONT         COLMN DGT/DEC
OPERATION DETAILS - PLANNED AMOUNTS
QUANTITY                                [ ]          [029] [07][2]
UNIT OF MEASURE                         [ ]          [    ]
SET UP TIME                             [ ]          [    ] [  ][ ]
RUN TIME                                [ ]          [    ] [  ][ ]
UNIT COST                               [ ]          [040] [07][2]
SET UP RATE                             [ ]          [    ] [  ][ ]
RUN RATE                                [ ]          [    ] [  ][ ]
OVERHEAD COST                           [ ]          [    ] [  ][ ]
TOTAL COST                              [ ]          [    ] [  ][ ]
COST TO COMPLETE                        [ ]          [    ] [  ][ ]
ESTIMATED SALES                         [ ]          [    ] [  ][ ]

SQ METER USAGE: UNIT QTY                [ ]          [051] [07][2]
                UNIT LENGTH             [ ]          [062] [04][3]
                UNIT WIDTH              [ ]          [070] [04][3]

IS THE ABOVE INFORMATION CORRECT? (Y/N)      [Y]

F1-NEXT, F2-PREVIOUS, F3-SAVE, F8-DELETE, F9-PRINT, F10-NEXT FORM, ESC-EXIT
```

OPERATION DETAILS - PLANNED AMOUNTS

The following are all planned amounts.

QUANTITY : 7.2 digits
This is the quantity required.

UNIT OF MEASURE : 4 characters
The unit of measure of the product

SET UP TIME : 7.2 digits
The time it takes to set up the operation.

RUN TIME : 7.2 digits
The run time of the operation.

UNIT COST : 7.4 digits
The unit cost of the operation.

SET UP RATE : 7.4 digits
The rate used to calculate the cost of the setup time.

RUN RATE : 7.4 digits
The rate used to calculate the cost of the run time.

OVERHEAD COST : 7.4 digits
The overhead costs of the operation.

TOTAL COST : 7.4 digits
The total cost of the operation.

COST TO COMPLETE : 7.4 digits
The cost to complete the operation.

ESTIMATED SALES : 9.2 digits
The value of the estimated sales.

SQ METER USAGE

If you wish to print the square meter dimensions, enter details for the fields below.

UNIT QTY : 7.2 digits

UNIT LENGTH : 4.3 digits

UNIT WIDTH : 4.3 digits

BODY 3 - JOB COSTING - SOFT FORMS

```
SYSTEM UTILITIES - CUSTOMISED FORM MAINTENANCE                    SU35  11/001

BODY 3 - JOB COSTING - SOFT FORMS
                                          FONT         COLMN DGT/DEC
OPERATION DETAILS - AMOUNTS
SCRAP QUANTITY                            [ ]          [   ] [  ][ ]
SCRAP COST                                [ ]          [   ] [  ][ ]
BILLED COSTS                              [ ]          [   ] [  ][ ]
BILLED SALES                              [ ]          [   ] [  ][ ]
ACTUAL SALES                              [ ]          [   ] [  ][ ]
COMMITTED COST                            [ ]          [   ] [  ][ ]
CALCULATED OVERHEAD                       [ ]          [   ] [  ][ ]
EXPECTED PROFIT                           [ ]          [   ] [  ][ ]
EXPECTED PROFIT PERCENTAGE                [ ]          [   ] [  ][ ]
PRO-RATA PERCENTAGE                       [ ]          [   ] [  ][ ]




IS THE ABOVE INFORMATION CORRECT? (Y/N)      [Y]

F1-NEXT, F2-PREVIOUS, F3-SAVE, F8-DELETE, F9-PRINT, F10-NEXT FORM, ESC-EXIT
```

OPERATION DETAILS - AMOUNTS

SCRAP QUANTITY : 7.2 digits
The scrap quantity accumulated for the operation.

SCRAP COST : 7.4 digits
The total cost of the accumulated scrap.

BILLED COST : 7.2 digits
The total cost of the amount that has been billed to the customer for the operation.

BILLED SALES : 9.2 digits
The total amount that has been billed to the customer for the operation.

ACTUAL SALES : 9.2 digits
The total actual sales for the operation.

COMMITTED COST : 9.2 digits
The total committed cost.

CALCULATED OVERHEAD : 9.2 digits
Total calculated overheads that have accumulated for this operation.

EXPECTED PROFIT	:	9.2 digits This is calculated as the difference between the estimated cost and the suggested sales.
EXPECTED PROFIT PERCENTAGE	:	3.4 digits This is the same figure expressed as a percentage.
PRO-RATA PERCENTAGE	:	3.2 digits For use with Interim billing auto allocation.

BODY 4 - JOB COSTING - SOFT FORMS

```
SYSTEM UTILITIES - CUSTOMISED FORM MAINTENANCE                    SU35  11/001

BODY 4 - JOB COSTING - SOFT FORMS
                                        FONT         COLMN DGT/DEC
OPERATION DETAILS - ACTUAL QTY/TIME
QUANTITY ISSUED                         [ ]          [080] [07][2]
SETUP TIME USED                         [ ]          [   ] [  ][ ]
RUN TIME USED                           [ ]          [   ] [  ][ ]
QUANTITY OUTSTANDING                    [ ]          [   ] [  ][ ]
SETUP TIME OUTSTANDING                  [ ]          [   ] [  ][ ]
RUN TIME OUTSTANDING                    [ ]          [   ] [  ][ ]



INVENTORY
PHYSICAL STOCK                          [ ]          [   ] [  ][ ]
FREE STOCK                              [ ]          [   ] [  ][



IS THE ABOVE INFORMATION CORRECT? (Y/N)      [Y]

F1-NEXT, F2-PREVIOUS, F3-SAVE, F8-DELETE, F9-PRINT, F10-NEXT FORM, ESC-EXIT
```

OPERATION DETAILS - ACTUAL QUANTITY/TIME USED

QUANTITY ISSUED : 7.2 digits
Total quantity issued for the operation.

SETUP TIME USED : 7.2 digits
Total setup time issued for the operation for labour type transactions.

RUN TIME USED : 7.2 digits
Total run time issued for the operation for labour type transactions.

QUANTITY OUTSTANDING : 7.2 digits
Difference between the estimated quantity required and the quantity used.

SETUP TIME OUTSTANDING : 7.2 digits
Difference between the estimated setup time and the time used.
Remember that 'SETUP' is a soft term which you may redefine in **SU30 - Installation Maintenance**, Option 4.

RUN TIME OUTSTANDING : 7.2digits
Difference between the estimated run time and the time used.

INVENTORY

You may print the inventory details listed below if required.

PHYSICAL STOCK	:	7.2 digits
FREE STOCK	:	7.2 digits

BODY 5 - JOB COSTING - SOFT FORMS

```
SYSTEM UTILITIES - CUSTOMISED FORM MAINTENANCE                    SU35  11/001

BODY 5 - JOB COSTING - SOFT FORMS
                                          FONT         COLMN DGT/DEC
TRANSACTION DETAILS
DOCUMENT DATE                             [ ]          [   ]
AUDIT NUMBER                              [ ]          [   ]
PERIOD                                    [ ]          [   ]
CATEGORY/DIVERSION                        [ ]          [   ]
WORK CENTRE                               [ ]          [   ]
NARRATIVE                                 [ ]          [   ]
REFERENCE                                 [ ]          [   ]
CROSS REFERENCE                           [ ]          [   ]
SIV#                                      [ ]          [   ]









IS THE ABOVE INFORMATION CORRECT? (Y/N)      [Y]

F1-NEXT, F2-PREVIOUS, F3-SAVE, F8-DELETE, F9-PRINT, F10-NEXT FORM, ESC-EXIT
```

TRANSACTION DETAILS

Complete these fields if you wish to print transaction details.

DOCUMENT DATE : DD/MM/CCYY
Document date of the transaction.

AUDIT NUMBER : 7 digits
Audit number per transaction as defined by **SU32 - NUMBERS FILE MAINTENANCE**, type "J".

PERIOD : 2 digits
Transaction Period

CATEGORY / DIVERSION : 4 characters
Category or diversion code to which the transaction belongs.

WORK CENTRE : 8 characters
Work centre for the transaction.

NARRATIVE : 30 characters
Narrative as entered for the transaction.

REFERENCE : 8 characters
Reference as entered for the transaction.

CROSS REFERENCE	:	8 characters GRV number from PO update or Invoice reference from SP update.
SIV#	:	6 digits SIV number per batch as defined by **SU32 - NUMBERS FILE MAINTENANCE**, type "S".

BODY 6 - JOB COSTING - SOFT FORMS

```
SYSTEM UTILITIES - CUSTOMISED FORM MAINTENANCE                    SU35  11/001

BODY 6 - JOB COSTING - SOFT FORMS
                                          FONT         COLMN DGT/DEC
TRANSACTION DETAILS
QUANTITY                                  [ ]          [   ] [  ][ ]
ACTUAL RATE                               [ ]          [   ] [  ][ ]
ACTUAL COST                               [ ]          [   ] [  ][ ]
ACTUAL SALES                              [ ]          [   ] [  ][ ]
ACTUAL CALCULATED OVERHEADS               [ ]          [   ] [  ][ ]
SCRAP QUANTITY                            [ ]          [   ] [  ][ ]
SCRAP COST                                [ ]          [   ] [  ][ ]
SQ METER USAGE: UNIT QUANTITY             [ ]          [   ] [  ][ ]
                UNIT LENGTH               [ ]          [   ] [  ][ ]
                UNIT WIDTH                [ ]          [   ] [  ][ ]




IS THE ABOVE INFORMATION CORRECT? (Y/N)      [Y]

F1-NEXT, F2-PREVIOUS, F3-SAVE, F8-DELETE, F9-PRINT, F10-NEXT FORM, ESC-EXIT
```

TRANSACTION DETAILS

Complete the following details if you wish them to print.

QUANTITY : 7.4 digits
The transaction quantity.

ACTUAL RATE : 7.4 digits
The transaction rate.

ACTUAL COST : 7.4 digits
The cost of the transaction.

ACTUAL SALES : 7.4 digits
The selling price as entered in SP.

ACTUAL CALCULATED OVERHEADS : 7.4 digits
Overheads as calculated for the transaction.

SCRAP QUANTITY : 7.4 digits
Scrap quantity entered for the transaction.

SCRAP COST : 7.4 digits
Cost of the scrap as entered for the transaction.

SQ METER USAGE
If you wish to print the square meter dimensions, enter details for the fields below.

UNIT QTY	:	7.4 digits
UNIT LENGTH	:	7.4 digits
UNIT WIDTH	:	7.4 digits

TRAILER DETAILS

Trailer detail screens will be presented until all trailer information has been specified. Only then will the title screens be presented.

TRAILER 1 - JOB COSTING - SOFT FORMS

The following refer to total quantities required for all transactions on this requisition.

```
SYSTEM UTILITIES - CUSTOMISED FORM MAINTENANCE                    SU35  11/001

TRAILER 1 - JOB COSTING - SOFT FORMS

TOTAL TRANSACTION QUANTITIES                      LINE  COLMN DGT/DEC

  Stock quantity                                  [050] [015] [07][2]
  Labour quantity                                 [051] [015] [07][2]
  Calculated OHD quantity                         [052] [015] [07][2]
  Transaction type 4 Qty                          [053] [015] [07][2]
  Transaction type 5 Qty                          [054] [015] [07][2]
  Transaction type 6 Qty                          [   ] [   ] [  ][ ]
  Transaction type 7 Qty                          [   ] [   ] [  ][ ]
  Transaction type 8 Qty                          [   ] [   ] [  ][ ]
  Transaction type 9 Qty                          [   ] [   ] [  ][ ]




IS THE ABOVE INFORMATION CORRECT? (Y/N)      [Y]

F1-NEXT, F2-PREVIOUS, F3-SAVE, F8-DELETE, F9-PRINT, F10-NEXT FORM, ESC-EXIT
```

STOCK QUANTITY : 9.4 digits
This is the total planned quantity for the job for transaction type 1.

LABOUR QUANTITY : 9.4 digits
This is the total planned quantity for the job for transaction type 2.

CALCULATED OHD QUANTITY : 9.4 digits
This is the total planned quantity for the job for transaction type 3.

TRANSACTION TYPE 4 TO 9 QTY : 9.4 digits
These are the total planned quantities for the job for transaction types 4 to 9.

TRAILER 2 - JOB COSTING - SOFT FORMS

```
SYSTEM UTILITIES - CUSTOMISED FORM MAINTENANCE                    SU35  11/001

TRAILER 2 - JOB COSTING - SOFT FORMS

TOTAL TRANSACTION COSTS                          LINE  COLMN DGT/DEC

  Stock                                          [050] [030] [07][2]
  Labour                                         [051] [030] [07][2]
  Calculated OHD                                 [052] [030] [07][2]
  Transaction type 4                             [053] [030] [07][2]
  Transaction type 5                             [054] [030] [07][2]
  Transaction type 6                             [   ] [   ] [  ][ ]
  Transaction type 7                             [   ] [   ] [  ][ ]
  Transaction type 8                             [   ] [   ] [  ][ ]
  Transaction type 9                             [   ] [   ] [  ][ ]




IS THE ABOVE INFORMATION CORRECT? (Y/N)      [Y]

F1-NEXT, F2-PREVIOUS, F3-SAVE, F8-DELETE, F9-PRINT, F10-NEXT FORM, ESC-EXIT
```

The following refer to total costs for all transactions on this requisition.

STOCK : 9.4 digits
This is the total planned cost for the job for transaction type 1.

LABOUR : 9.4 digits
This is the total planned cost for the job for transaction type 2.

CALCULATED OHD : 9.4 digits
This is the total planned cost for the job for transaction type 3.

TRANSACTION TYPE 4 TO 9 : 9.4 digits
These are the total planned costs for the job for transaction types 4 to 9.

TRAILER 3 - JOB COSTING - SOFT FORMS

```
SYSTEM UTILITIES - CUSTOMISED FORM MAINTENANCE                    SU35  11/001

TRAILER 3 - JOB COSTING - SOFT FORMS
                                        FONT   LINE  COLMN DGT/DEC
TRANSACTION DETAILS:
TOTAL QUANTITY                          [ ]    [   ] [   ] [  ][ ]
TOTAL COST                              [ ]    [   ] [   ] [  ][ ]
SIV#                                    [ ]    [   ] [   ]




IS THE ABOVE INFORMATION CORRECT? (Y/N)      [Y]

F1-NEXT, F2-PREVIOUS, F3-SAVE, F8-DELETE, F9-PRINT, F10-NEXT FORM, ESC-EXIT
```

TRANSACTION DETAILS

These details print transaction details on the trailer.

TOTAL QUANTITY : 9.4 digits

The total of all transaction quantities for the job.

TOTAL COST : 9.4 digits

The total of all transaction costs for the job.

SIV# : 6 digits

The SIV# if the report is printed from **JC10 - JOB COST INPUT** or **JC11 - JOB COST INPUT - INTERFACE TO AR**.

TITLE DETAILS

There are numerous screens providing up to 999 titles of 30 characters each. These may be used to make your document more readable. For instance if you have no 'PAGE NUMBER' pre-printed on your requisition, you may use the titles to print this. Or if legislation requires that you must always print your own VAT Registration number on all documents, you may use this facility rather than go to the expense of having your stationery re- or over-printed.

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Information from our users is important to the ongoing improvement of this product. Please take the time to tell us what enhancements would be of benefit to yourselves and they will be carefully reviewed, and if applicable, incorporated in future releases.

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